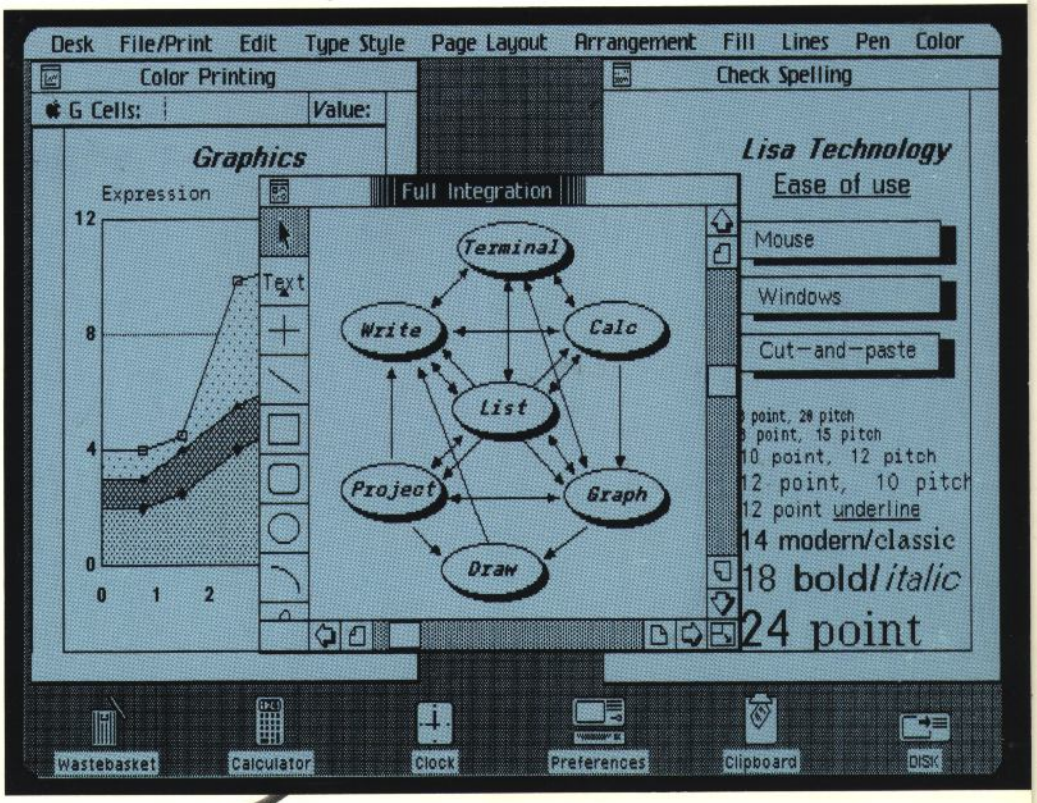
Lisa Office System



Lisa Office System

Release 3.0

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Do You Have the Right Manual?

The Lisa Office System comes with eight manuals — one (this manual) describing the Lisa Office System software and one for each of the seven Lisa tools. Your Lisa 2 system comes with one manual, the *Lisa 2 Owner's Guide,* which gives information about Lisa 2 hardware. Finally, if you've added other software and additional devices to your system, you'll have manuals for these. Here's how to use this library of manuals.

Lisa Office System Manual

Begin with Chapters 1 and 2 of the *Lisa Office System* manual. These chapters teach you to use your Lisa 2 with the Lisa Office System software. As you become more familiar with the Lisa, look up information as you need it, using the remaining chapters as references. The *Lisa Office System* manual also provides a chapter on Troubleshooting. Refer to this chapter whenever your system is not working as it should.

Lisa 2 Owner's Guide

Use the *Lisa 2 Owner's Guide* to answer your questions about the Lisa's physical characteristics — its hardware. Turn to this manual to learn how to set up the Lisa 2, maintain the hardware, and learn about hardware specifications.

Lisa Tool Manuals

After you've learned about the Lisa's basic operations from the *Lisa Office System* manual, refer to the Lisa tool manuals (for example, *LisaWrite* or *LisaCalc*) to learn how to use the application program on which you'll be working.

Other Software and Hardware Manuals

To learn how to use other software with the Lisa 2, refer to the manual that comes with that software. If you add a device to your system that is not covered in the *Lisa 2 Owner's Guide*, refer to the manual that comes with that device.

Where to Go from Here

Go to Chapter 1 to learn how to use the Lisa training diskette, LisaGuide, that comes with this manual. LisaGuide introduces you to the basic operations you need to know to do your work on the Lisa.

Chapter 1

LisaGuide

Contents

9 Setting Up Your Lisa

9 Turning the Lisa On and Off

10 LisaGuide: An Introduction to the Lisa
10 Starting LisaGuide
11 Stopping LisaGuide
11 Restarting LisaGuide

11 After LisaGuide

Setting Up Your Lisa

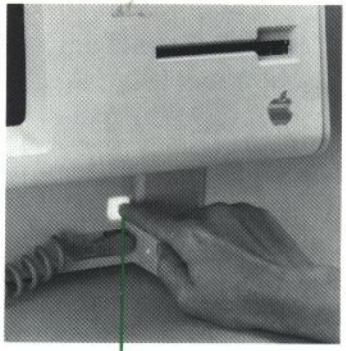
Your Lisa dealer or Lisa service representative probably has already set up your Lisa system. If not, refer to Appendix A, Setup Procedures, in the *Lisa 2 Owner's Guide*. To learn about installing the Lisa Office System software, refer to Chapter 6, Setting Up Your System, in this manual.

Turning the Lisa On and Off

The Lisa 2/5 has an external startup disk. Turn the disk on and wait for the ready light to shine steadily. Then press the Lisa on-off button.

Ready light shines steadily

If you have a Lisa 2/10, your system has an internal disk drive. Simply press the Lisa on-off button once. The button is lit when the system is on.



On-off button

If you encounter a problem during startup procedures, refer to Chapter 8, Troubleshooting.

To turn the Lisa 2/5 off, press the on-off button first. After the light in the on-off button goes out, you may turn off the external disk. Always turn off the external disk *after* turning off the Lisa. (Pressing the on-off button tells the Lisa to save your work on the disk, so the disk must remain on until this procedure is completed.)

If you have a Lisa 2/10, just press the on-off button once to turn the Lisa off. The light in the button is off when the system is off.

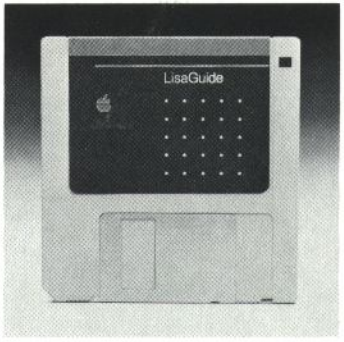
On all Lisa systems, pressing the on-off button tells the Lisa to prepare for working or to put your work away. After pressing the button, there's a slight delay as the system readies the Lisa to work for you or prepares to shut down.

There's another reason for the delay when you turn on the Lisa. The system runs a series of internal tests to make sure the Lisa is ready to go to work. If you're interested, refer to Appendix B, Automatic Startup Tests, in the *Lisa 2 Owner's Guide*.

Warning The Lisa on-off button is a *soft* switch; that is, it turns off the system but does not cut off the power supply. If you need to service the Lisa, be sure to unplug the system.

LisaGuide: An Introduction to the Lisa

LisaGuide, which comes on a micro diskette, teaches you how to use the Lisa system. From LisaGuide, you'll learn about using the mouse, using menus, and doing work — that is, creating documents — on the system. LisaGuide comes packaged with this manual. Get the LisaGuide diskette out now; instructions on how to use it follow.



Starting LisaGuide

To Start LisaGuide for the First Time:

1 ▸ Be sure the Lisa is turned off. If you have a Lisa 2/5, make sure the external disk is on and the ready light is steady.

2 ▸ Insert the LisaGuide micro diskette into the drive. Make sure the arrow embossed on the diskette is pointing toward the drive. Push the diskette into the drive until you hear a click.

3 ▶ Turn the Lisa on: Press the on-off button once. The power goes on, and the button lights up.

4 ▶ After a few minutes, you'll see the phrase, *Welcome to LisaGuide,* on the screen. Now just follow the instructions on the screen.

Stopping LisaGuide

To Stop LisaGuide at Any Time:

1 ▶ Press the Apple key while typing a period.

Wait for the LisaGuide diskette to be ejected from the drive. Before the diskette is ejected, the system puts the LisaGuide lessons and your work in an order the system can retrieve when you want to start again.

2 ▶ When the diskette is ejected, remove it and put it away. After a few moments you'll see the Lisa desktop.

If you're going to use the Lisa within a day, leave your system on. Otherwise, turn off the system by pressing the on-off button once. Always leave the external hard disk, if you have one, turned on.

Restarting LisaGuide

To Restart LisaGuide:

1 ▶ Follow steps 1 through 3 under Starting LisaGuide.

2 ▶ When *Welcome to LisaGuide* appears, open the **Topics** menu and choose the topic you're interested in.

After LisaGuide

Chapter 2, Learning the Lisa, gives you practice on the basic operations introduced in LisaGuide. After completing Chapter 2, you can refer to the Lisa tool manuals (for example, *LisaCalc* or *LisaWrite*) and begin your work.

Chapter 2

Learning the Lisa

Contents

15 **Welcome to the Lisa Office System**
15 What Is the Lisa Desktop?
16 The Mouse and the Desktop
16 Mousing

18 **Working on the Desktop**
18 Lisa Tools
19 Creating a Document
20 Summary

21 **Viewing Documents**
21 A Window with a View
22 LisaCalc Pointer Changes Shape
22 Scrolling Up and Down
26 Scrolling Left and Right
28 Changing a Window's Size
31 Moving a Window on the Desktop
32 Working with More Than One Window
35 Active vs. Inactive Windows
36 Layering Windows
36 Active Desktop vs. Active Window
38 The Desk Menu — for Convenience

39 **How to Get Started on Your Own Work**

39 **Where to Go from Here**

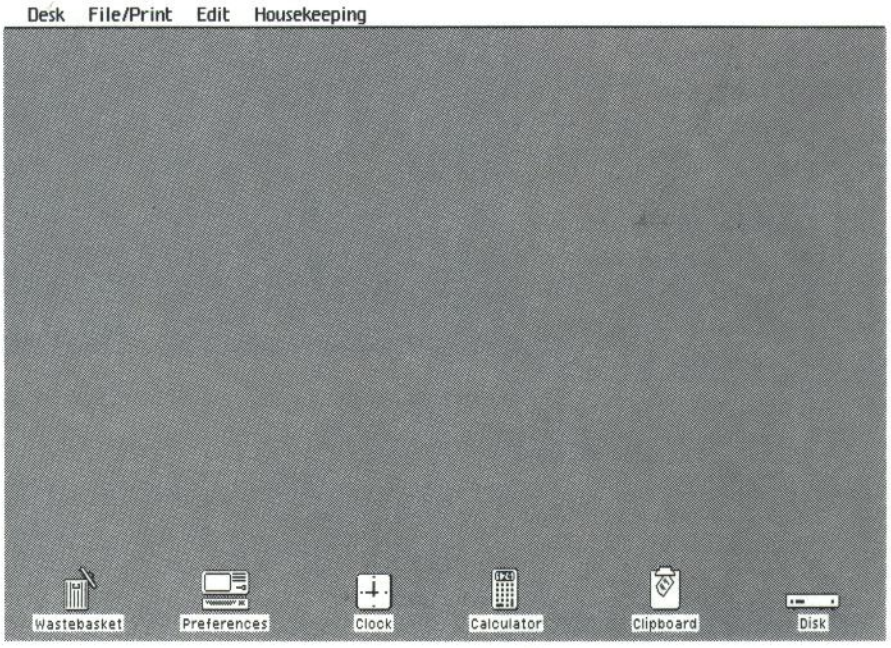
Welcome to the Lisa Office System

LisaGuide, which introduced you to the Lisa 2 and the Lisa Office System, gave you practice with most of the basic Lisa operations, but you're probably not yet comfortable with all the procedures. After going through this brief section, you'll be more at ease and ready to do work using the Lisa.

For a moment, think of the Lisa as taking you into a world that's a little different from the one you know. To feel at home in the Lisa's world, you need to learn a few Lisa words and a few basic Lisa principles. Once you know these, you can write, calculate, graph, plan, draw, and easily do other tasks with the Lisa 2.

What Is the Lisa Desktop?

The Lisa desktop looks like this:

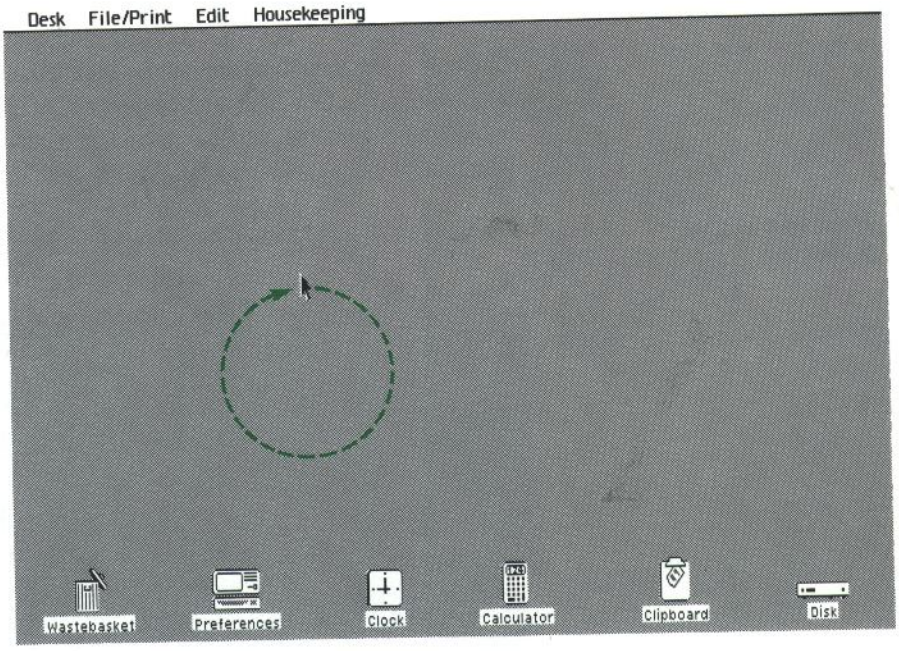


You probably do much of your work on a desktop. Similarly, when you use the Lisa, you work on the Lisa desktop. Take a minute to review the picture of the desktop. You can build your Lisa vocabulary by noting what makes up this *electronic desktop.*

If you haven't already done so, turn on the Lisa by pressing the on-off button. The desktop that appears on your screen should look like the one shown above.

The Mouse and the Desktop

The mouse acts as your hand on the Lisa desktop and makes your work easier. Move the mouse, and the pointer on the Lisa desktop moves in the same direction. Go ahead and try it — move the mouse and watch the pointer.



Move the mouse to move the pointer around the desktop

The mouse does more than just move the pointer around. It also helps you set up and work on your desktop. With the mouse, you open menus, choose menu items, select and open icons — all the basic Lisa procedures.

Mousing

Using the mouse, or *mousing,* is easy. But how does rolling, clicking, or dragging the mouse help you do your work? Take a few minutes to do the practice exercises that follow. In these exercises you'll put mousing to practical use.

To Select:

For practice, *select* the Clipboard icon. Move the pointer to the Clipboard icon and click the mouse button once. The Clipboard turns dark to indicate it has been *selected.*

Selecting is a very important Lisa procedure. By *selecting* you tell the Lisa what you want to work with on the desktop. The Lisa doesn't work until you *select* what you want to work on.

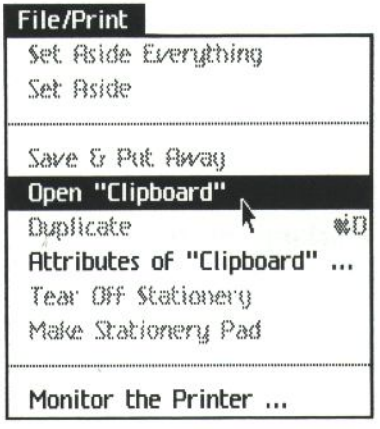
You'll come across *select* in many instructions that follow and in other Lisa manuals. Note how important *selecting* is to doing work on the Lisa.

To Open a Menu:

Try opening the **File/Print** menu. Move the pointer up to the **File/Print** menu and press and hold down the mouse button. The menu opens.

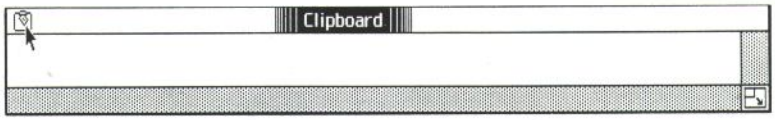
To Choose a Menu Item:

With the **File/Print** menu still open, continue *pressing* the button and *drag* the mouse toward you until you highlight **Open "Clipboard"**. Let go of the mouse button and the Clipboard opens.



To Close a Window:

Move the pointer to the icon in the upper left-hand corner of the open Clipboard. Click the mouse button twice. In Lisa terms, this is a *double-click.* The Clipboard closes.



To Open an Icon (a Shortcut):

You learned how to open an icon by choosing a menu item. Here's another way. Move the pointer to the Clipboard again. Now *double-click* the mouse button. If the icon doesn't open, try double-clicking again, but this time faster. Now close the icon just as you did in the previous step.

Opening and *closing* icons are basic Lisa procedures. Remember that *double-clicking* opens and closes icons.

Summary

In this part you learned more about using the Lisa desktop. You learned about

- Using the mouse.
- Working with menus.
- Working with icons.

Now that you know your way around the Lisa desktop, you need to learn how to prepare the Lisa for doing a particular task at hand — calculations, writing, or drawing.

Working on the Desktop

Lisa Tools

The best way to learn the power of the Lisa desktop is to put it in action with a Lisa tool. A Lisa tool is a software program that helps you do some specific kind of work. Such a program is also called an *application.*

LisaCalc is a tool, or application, for doing calculations. In this chapter you'll use a sample LisaCalc document to learn more about the desktop. If you do not have LisaCalc, you can substitute another Lisa tool; all the Lisa tools are very similar.

Creating a Document

Let's say you want to forecast some sales figures. If you were working by hand, you would first get out paper, perhaps a spreadsheet, and a pocket calculator and then begin doing the forecast. It's the same way with the Lisa, except that you only need to get a piece of *LisaCalc Paper* — a LisaCalc document has a powerful calculator built in.

You get Lisa documents from stationery pads in much the same way you get a fresh sheet of paper from a pad of paper. Lisa stationery pads, however, give you a virtually endless supply of documents.

To Get a New LisaCalc Document:

First, open the Disk icon. Now find and select the LisaCalc Paper pad icon. Next, open the **File/Print** menu and choose **Tear Off Stationery**.

The pointer changes shape, to an hourglass symbol, for the brief time the Lisa takes to create a new icon. The new icon, called *LisaCalc Paper* (with today's date), appears. This icon represents a new LisaCalc document.

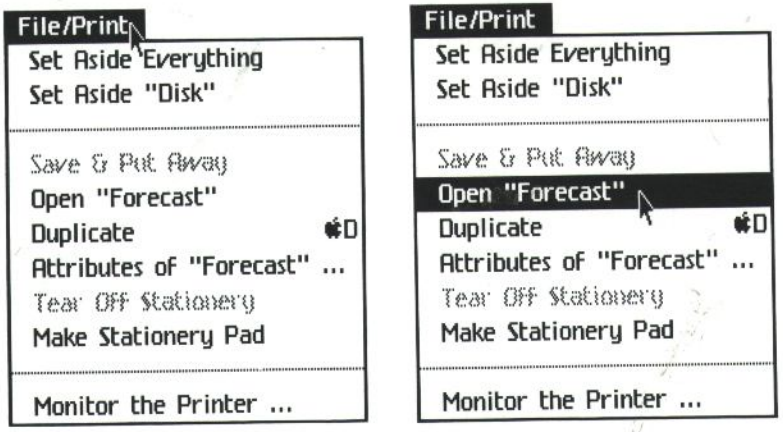
You can take a shortcut for tearing off stationery: Just double-click on the stationery pad icon.

To Name a Document:

A new document icon always has the same name as the pad it came from, plus the date. You can easily rename the document. With the icon still selected, just type. Try it now — type *Forecast.* This is a valuable feature: Anytime you want to rename a document, all you have to do is select the icon and then type the new name.

To Open a Document:

Icons only *represent* documents. To actually work on the Forecast document, you'll need to open up the document on your desktop. To open the document, make sure it's still selected; then open the **File/Print** menu and choose **Open "Forecast"**. What's the shortcut for opening icons? If you said "double-clicking," you're right.



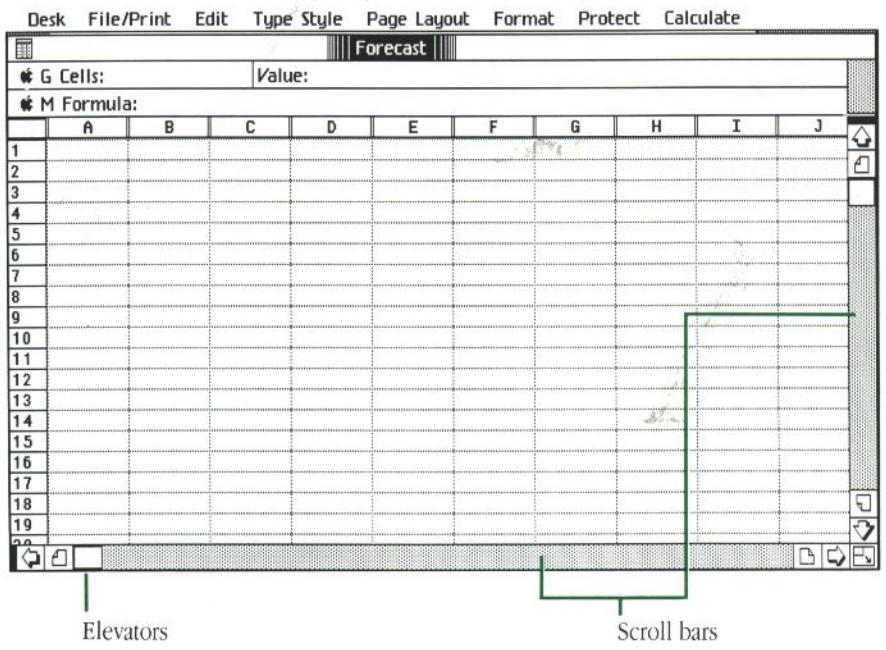
Summary

In this section you've learned that

- A Lisa tool is an application software program that helps you do some specific kind of work.
- To create a Lisa document, you need to tear off a piece of stationery from the tool's stationery pad.
- You can rename a document by first selecting the document icon and then typing the new name.
- After you've opened a document on the desktop, you're ready to begin working on it.

A Window with a View

Whenever you open a Lisa document, you get a *window*. The window allows you to see what's inside a document. You've just opened up the Forecast document. Take a moment to look over those items specially indicated in the figure below: They help you see inside a window.



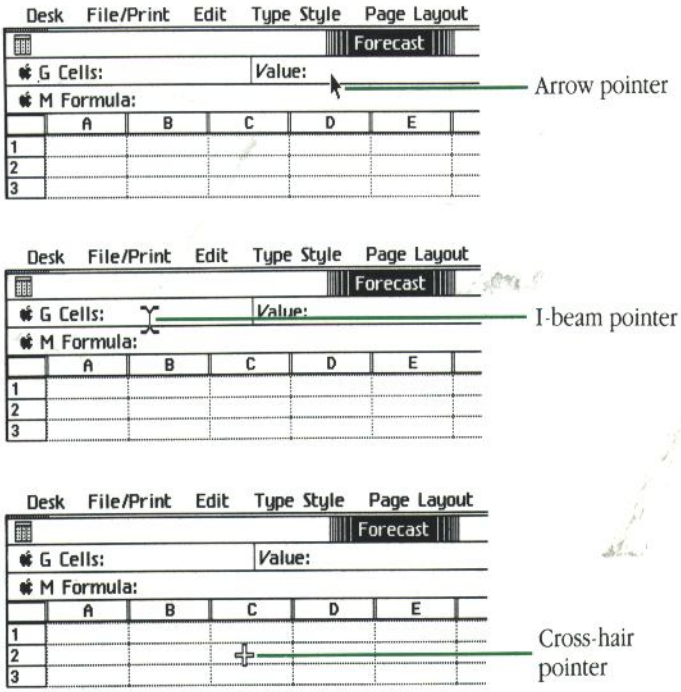
Scroll arrows

View boxes

Size control box

LisaCalc Pointer Changes Shape

As you move the pointer over a LisaCalc document, the pointer changes shape to reflect your location. There's no need to explain the differences now, but note the possibilities:



Scrolling Up and Down

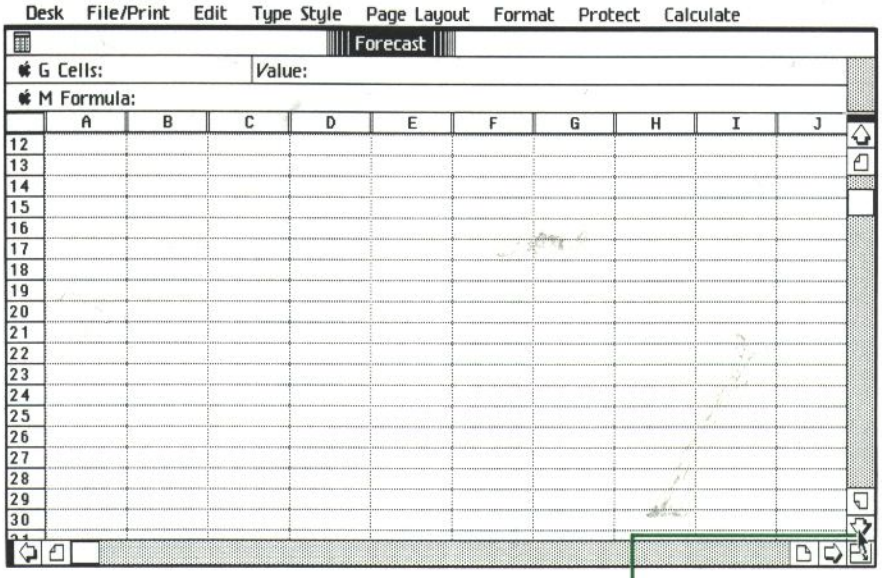
A Lisa document often contains more than what you can see in the window.

To see the rest of the contents, you need to *scroll.*

There are three ways to scroll vertically inside a window.

To Scroll Line by Line:

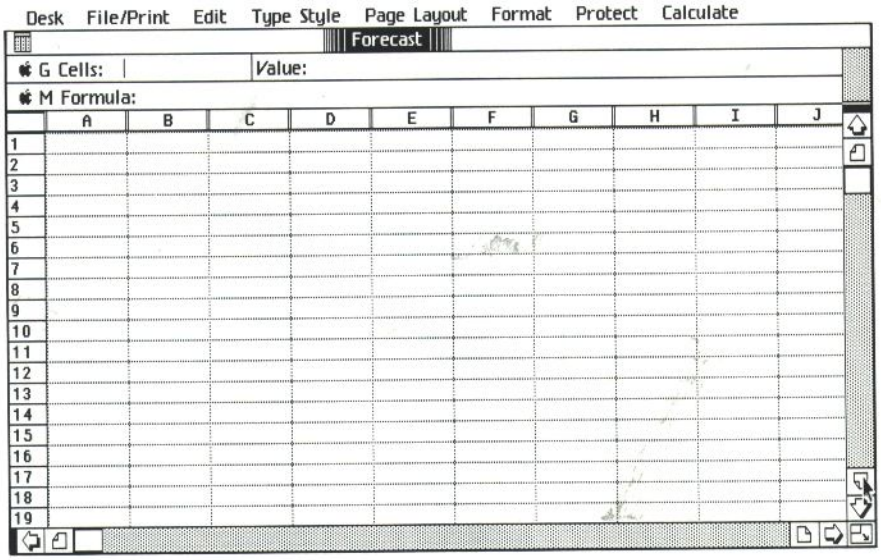
Click once on the scroll arrow pointing in the direction you wish to look. Each time you click, the document scrolls one line at a time, until you reach the bottom, or top, of the document. Try scrolling to row 12 of Forecast. (Note that row numbers are on the left side of the window.)

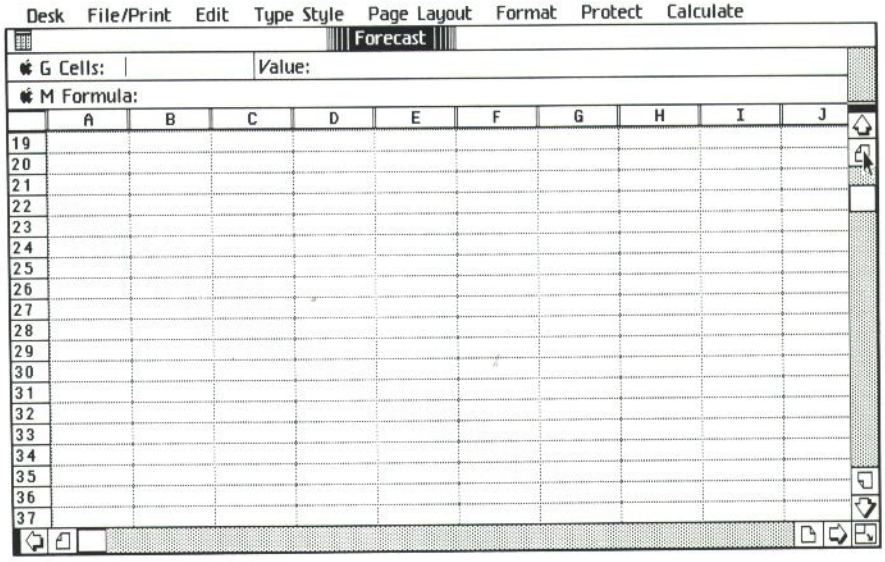


Click to scroll to line 12; then click on the top scroll arrow to return to row 1

To Scroll Many Lines:

Click once on the view box. This advances the document one entire *windowful* at a time. That is, the document scrolls — all at once — the same number of lines seen in the window. Try scrolling to row 36 and then scroll back to the top of the document.

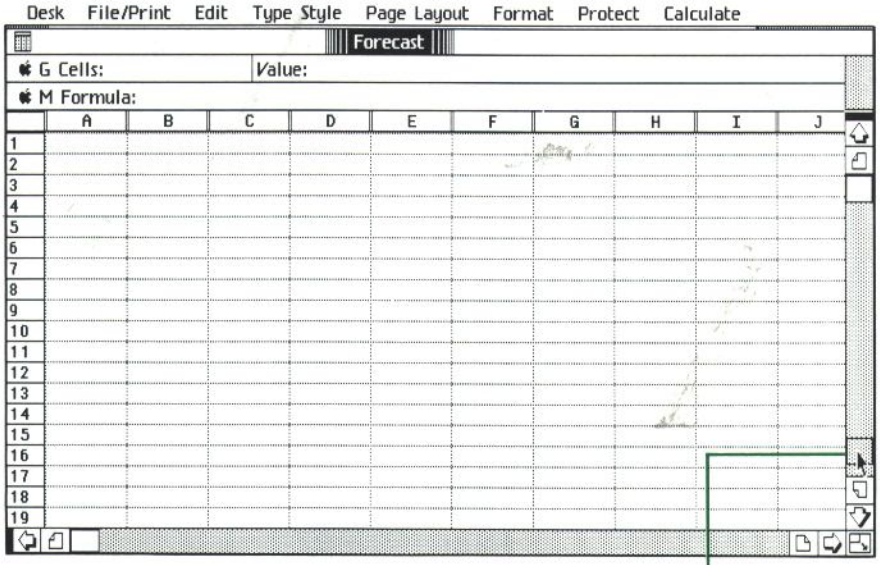

Desk File/Print Edit Type Style Page Layout Format Protect Calculate
Forecast
G Cells:
Value:
M Formula:
A B C D E F G H I J
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19


Desk File/Print Edit Type Style Page Layout Format Protect Calculate
Forecast
G Cells:
Value:
M Formula:
A B C D E F G H I J
19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37

To Scroll Anywhere, Quickly:

Click and hold the mouse button with the pointer on the elevator.

Move the elevator to the spot on the scroll bar relative to how far up or down in the document you'd like to go. Then release the mouse button. This gives you only an approximate location, but it's very fast. Try scrolling to the very bottom of the document and then back to the top, quickly.



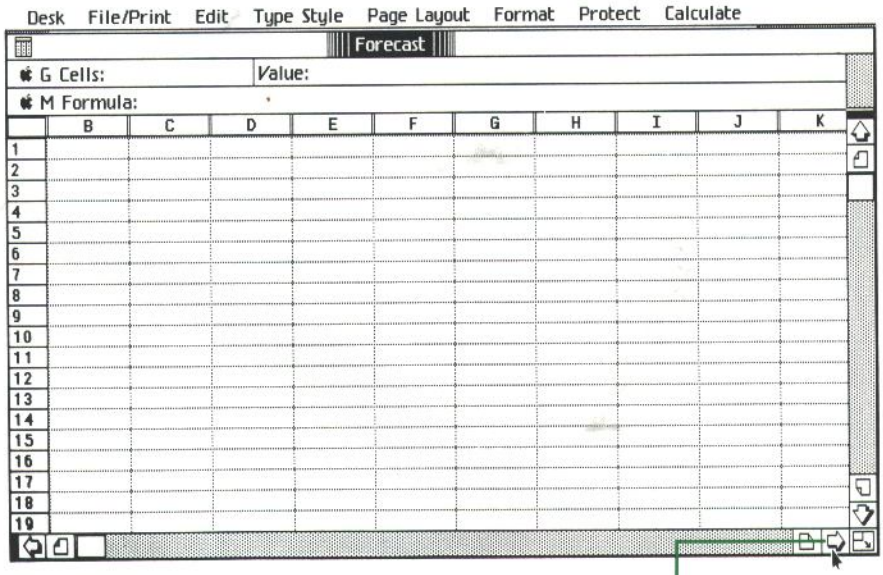
Drag the elevator to the bottom, and then back to the top

Scrolling Left or Right

To Scroll Column by Column:

There are also three ways to scroll horizontally inside a window.

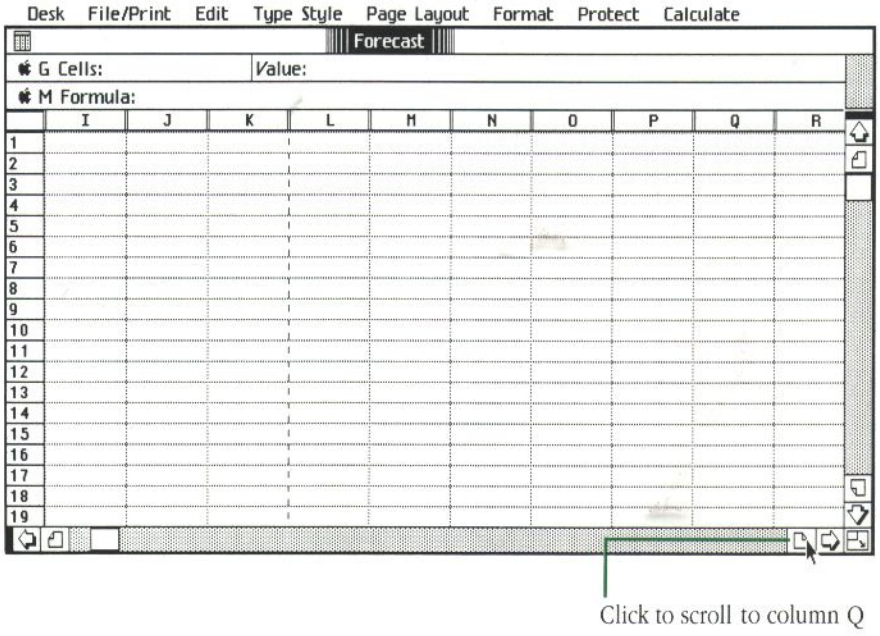
Click once on the scroll arrow pointing in the direction you wish to look. Each time you click, the document scrolls one column at a time, until you reach the right, or left, border of the document. Try scrolling to column K of the Forecast document. (Note that column letters run along the top area of the window.)



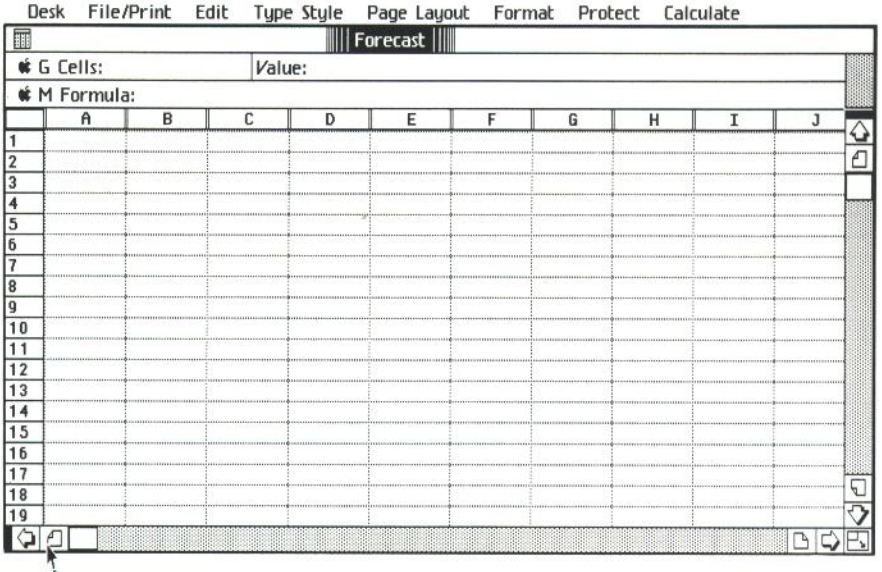
Click to scroll to column K; then click on the left scroll arrow to return to column A

To Scroll Many Columns:

Click once on the view box. This advances the document one entire *windowful* at a time. That is, the document scrolls — all at once — the same number of columns currently seen in the window. Try scrolling to column Q and then scroll back to the left border of the document.


Desk File/Print Edit Type Style Page Layout Format Protect Calculate
Forecast
G Cells:
Value:
M Formula:
I J K L M N O P Q R
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

Click to scroll to column Q

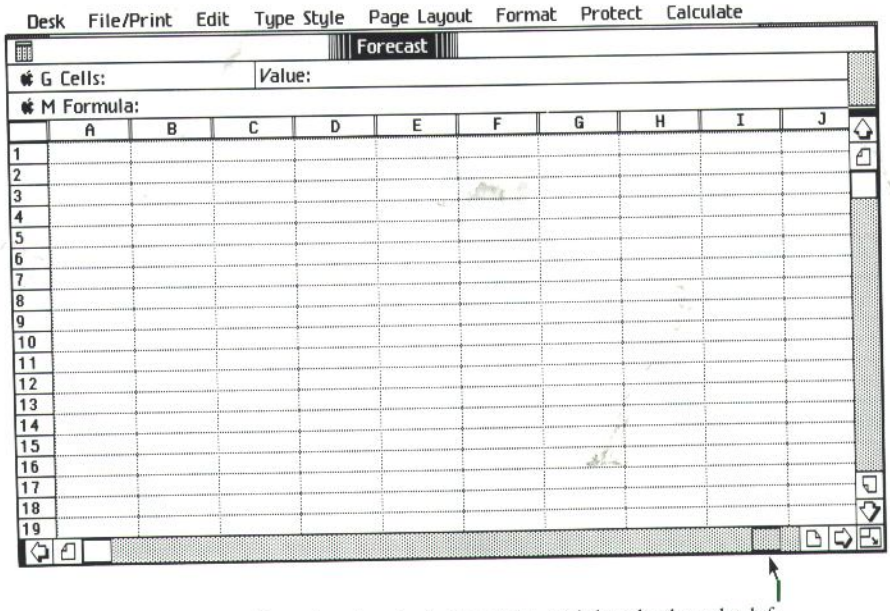

Desk File/Print Edit Type Style Page Layout Format Protect Calculate
Forecast
G Cells:
Value:
M Formula:
A B C D E F G H I J
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

Click to scroll back to column A

To Scroll Anywhere, Quickly:

Click and hold the mouse button with the pointer on the elevator.

Move the elevator to the spot on the scroll bar relative to how far left or right you'd like to go. Then release the mouse button. This gives you only an approximate location, but it's very fast. Try scrolling to the far left side of the document and then back to the right, quickly.



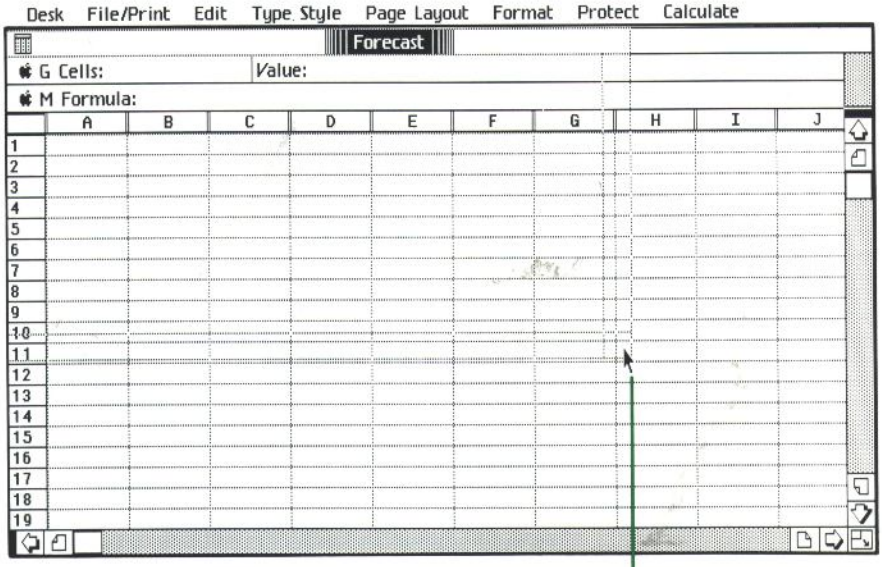
Drag the elevator to the right, and then back to the left

Changing a Window's Size

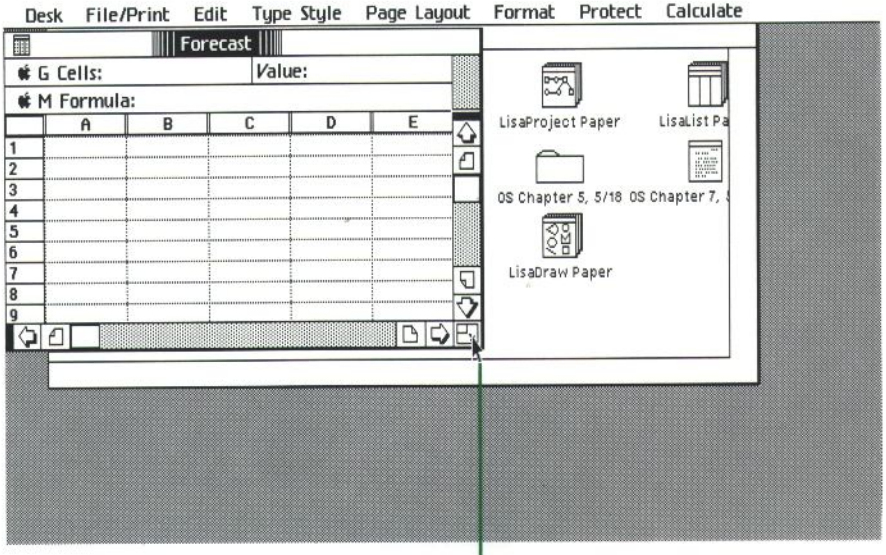
Windows allow you to see your documents; the bigger the window, the more of the document you can see. The smaller the windows, the more documents you can have visible on the desktop at one time. Follow the steps below to practice stretching and shrinking a window.

To Shrink a Window:

Click on the size control box and drag it back up and to the left. The window will shrink as you push. Let go when you've reduced the window by about half the original size.


Desk File/Print Edit Type Style Page Layout Format Protect Calculate
Forecast
G Cells:
Value:
M Formula:
A B C D E F G H I J
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

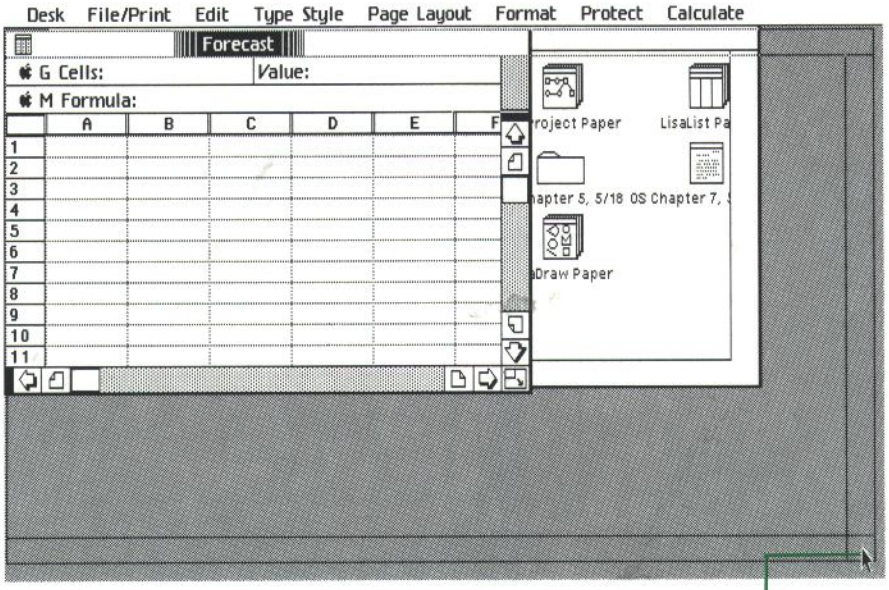
Drag up and left to shrink the window



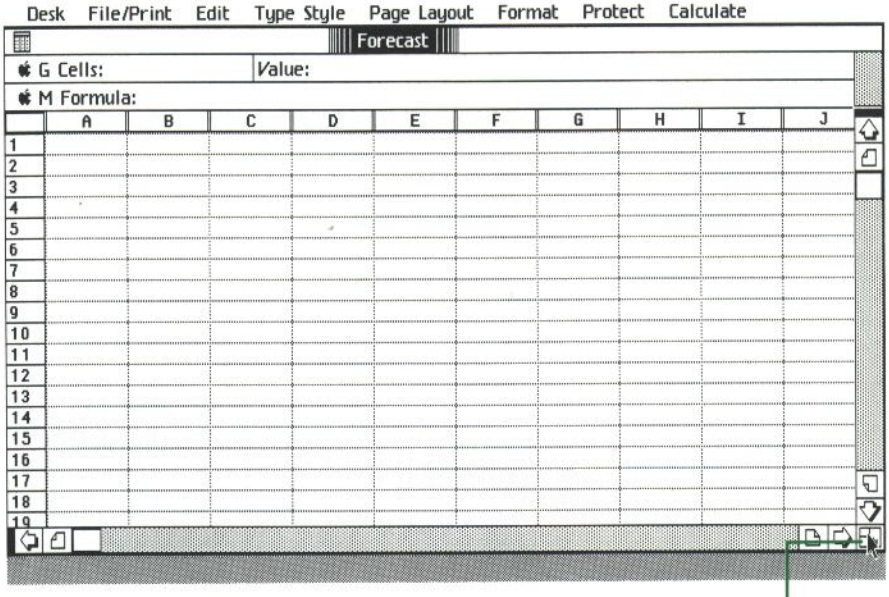
Let go when the window's about this size

To Stretch a Window:

Click on the size control box and drag the box down and to the right. The window will expand as you drag. Let go when you're near the bottom.


Desk File/Print Edit Type Style Page Layout Format Protect Calculate
Forecast
G Cells:
Value:
M Formula:
A B C D E F
1 2 3 4 5 6 7 8 9 10 11
roject Paper
LisaList Pa
apter 5, 5/18 OS Chapter 7,
Draw Paper

Drag down and right to expand the window


Desk File/Print Edit Type Style Page Layout Format Protect Calculate
Forecast
G Cells:
Value:
M Formula:
A B C D E F G H I J
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

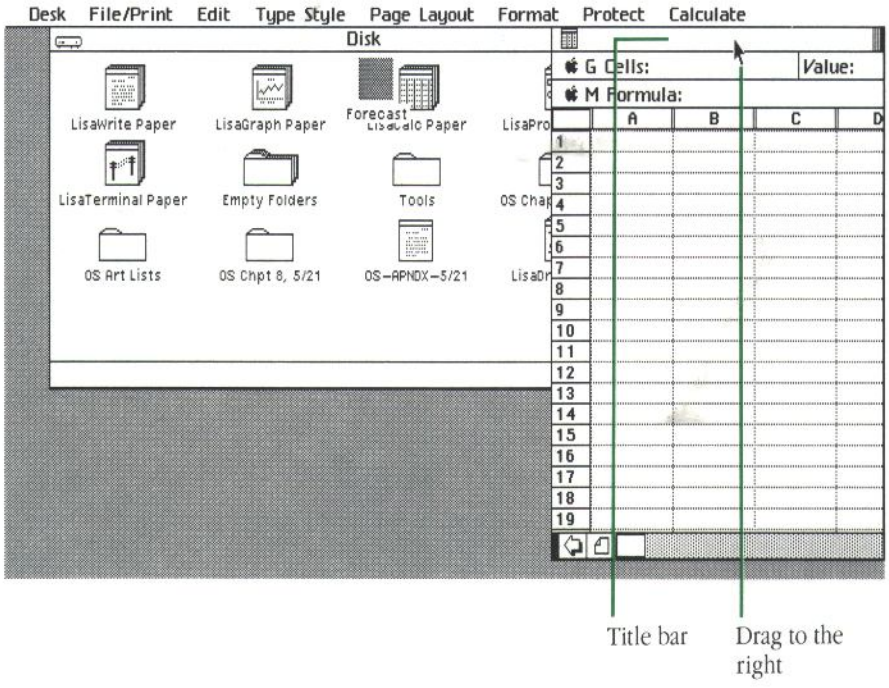
Let go when you're near the bottom

Moving a Window on the Desktop

You can move windows anywhere you wish on the desktop. This is useful for setting up a desktop arrangement for many documents you need to see *at the same time.*

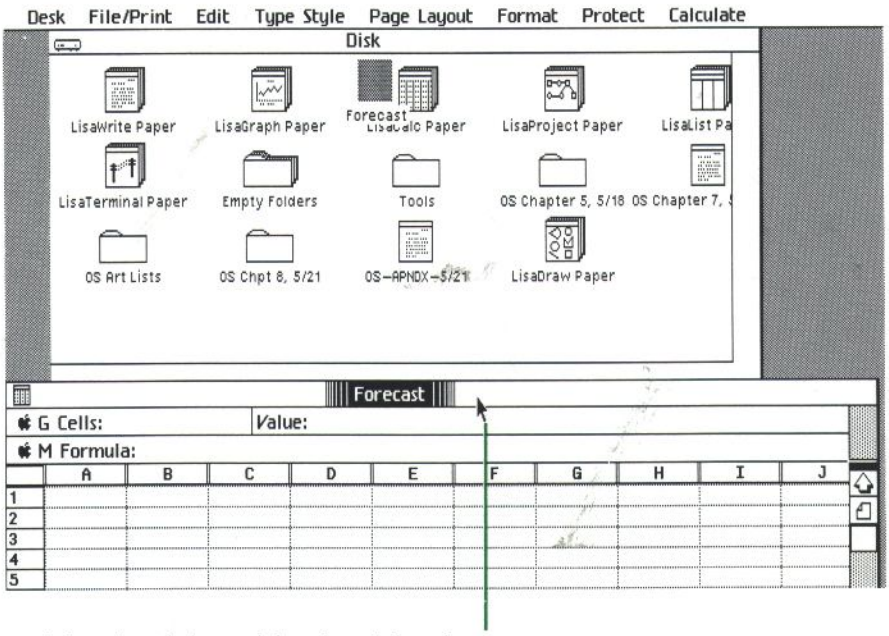
To Move a Window Right and Left:

Click anywhere in the title bar area and drag the window to the right. When you can move it no farther, let go. Try dragging the window back to its original location.



To Move a Window Down and Up:

Click anywhere in the title bar area and drag the window down. When you can move it no farther, let go. Try dragging the window back up to its original location.



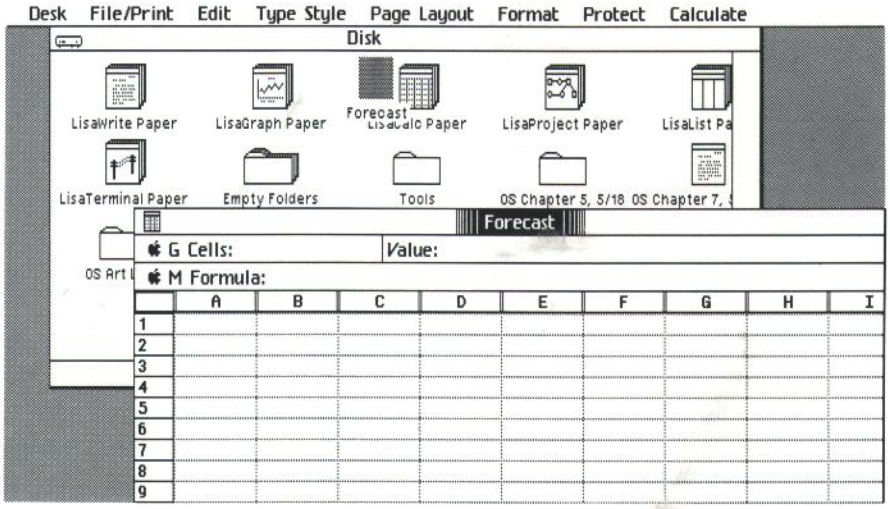
Click in the title bar and drag the window down

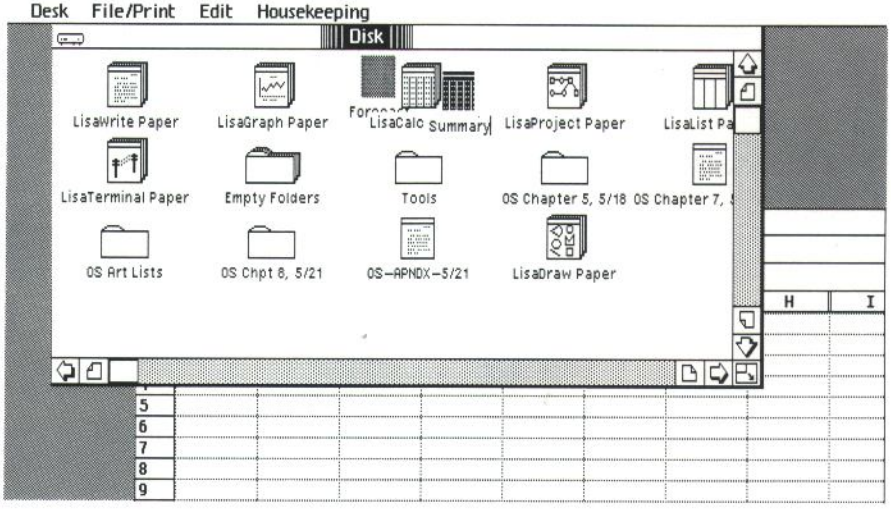
Working with More Than One Window

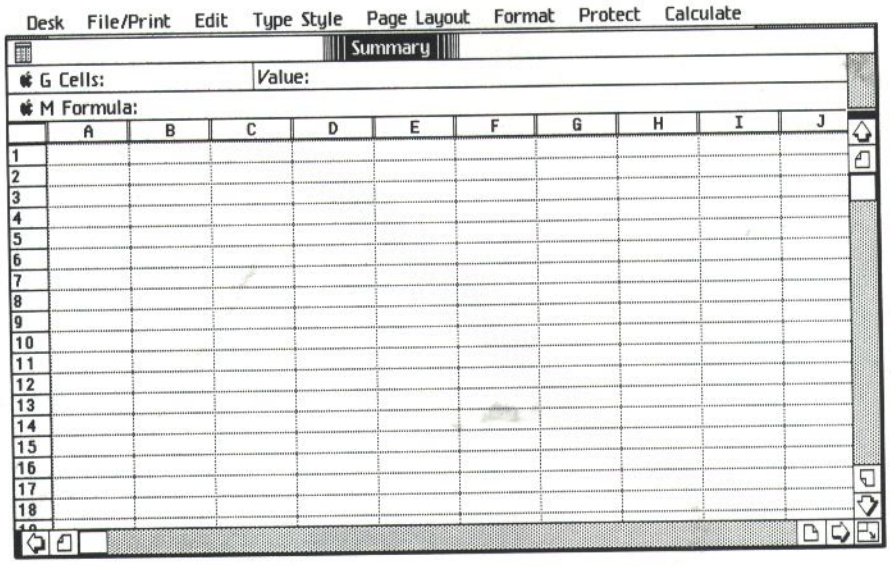
The real benefits of the Lisa become clear when you begin to work with more than one document open on the desktop. The steps below will help you practice working with *two* documents.

To Get Another Document:

Shrink the Forecast window so that you can see the LisaCalc stationery pad on the disk window beneath (behind) the document. Now tear off another piece of LisaCalc stationery, name it *Summary,* and open it on the desktop.

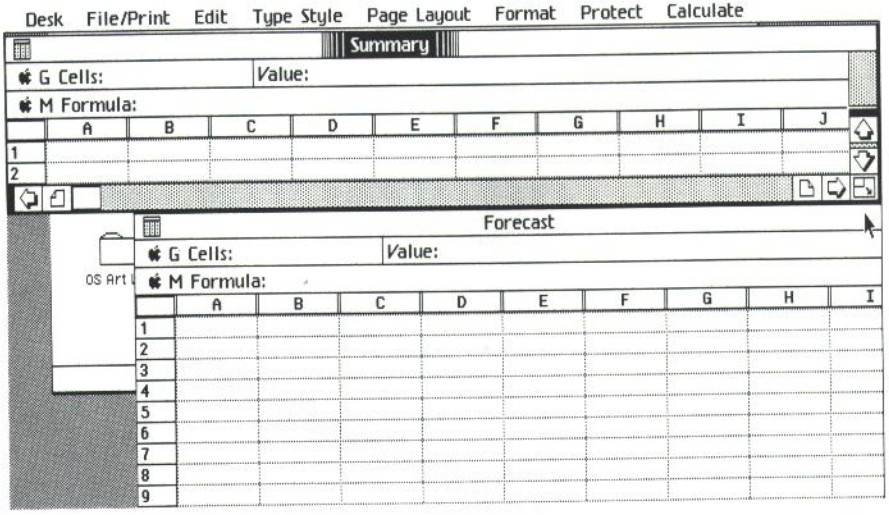


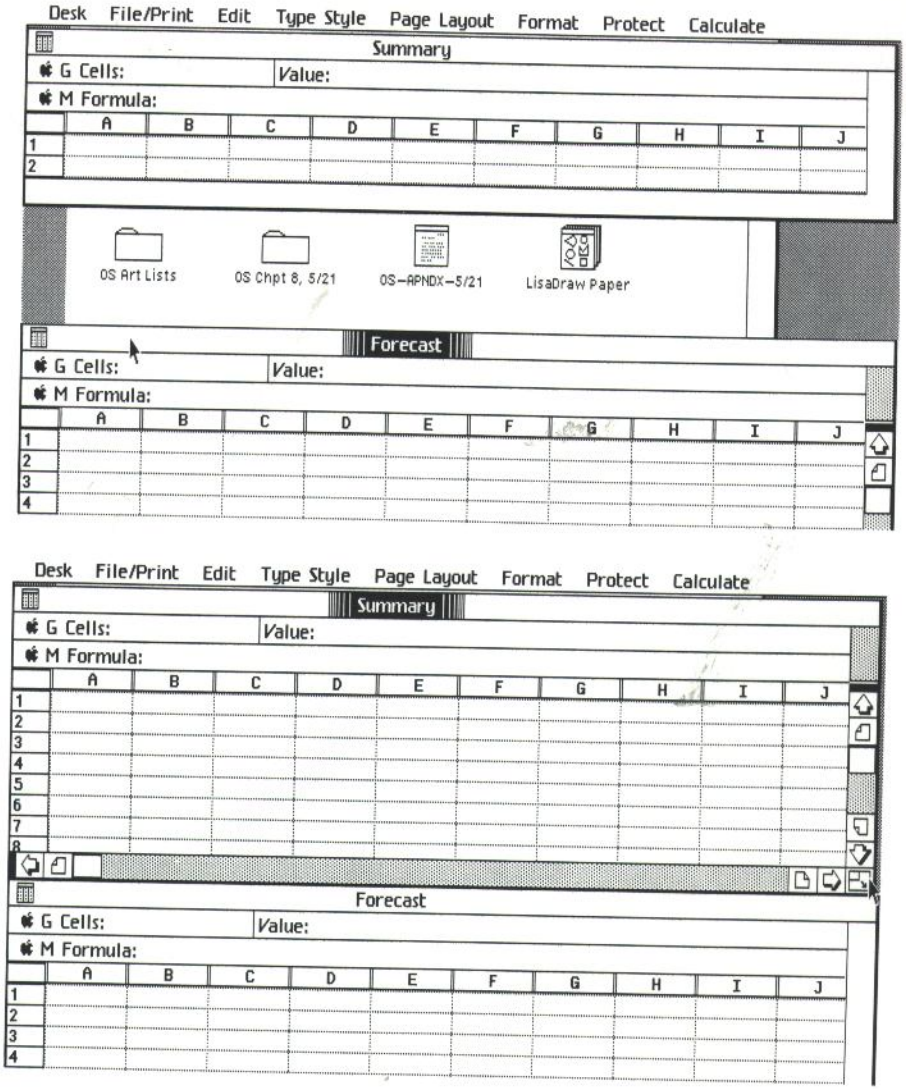



Desk File/Print Edit Type Style Page Layout Format Protect Calculate
Summary
G Cells:
Value:
M Formula:
A B C D E F G H I J
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

To See Two Documents at the Same Time:

Shrink Summary so that it's smaller than Forecast and move it up to the top half of the desktop. Stretch Forecast so that it covers the bottom half of the desktop. Expand and move Summary so that it covers the upper half. Look at the steps as represented in the next three illustrations.


Desk File/Print Edit Type Style Page Layout Format Protect Calculate
Summary
G Cells:
Value:
M Formula:
A B C D E F G H I J
1 2
Forecast
G Cells:
Value:
M Formula:
A B C D E F G H I
1 2 3 4 5 6 7 8 9



Active vs. Inactive Windows

Now you have two documents visible on the desktop. Notice the difference between them. The last document you worked with — Summary — is now the *active* document or window. Its title bar is highlighted.

All menu items across the menu bar refer to the active window. *Only one window can be active at any one time.* The other window is visible but inactive.

To Make Another Window Active:

Remember the most basic procedure with the Lisa: First select; then operate. Making a window the active window is as simple as selecting it — just click anywhere on (or in) the window.

Make Forecast the active window. Which title bar is highlighted now?

To Switch between Windows:

It's very easy to switch from one window to another. How do you make Summary active again? Just click on it.

Layering Windows

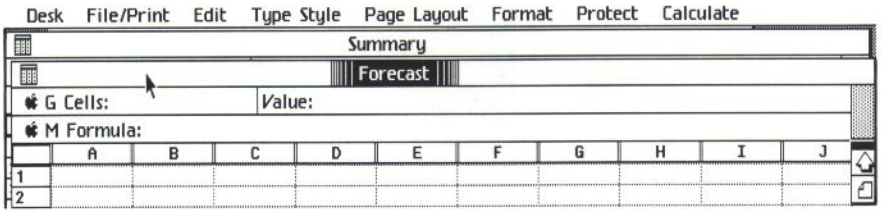
Think of working with many documents on your Lisa as working with many pieces of paper on a desk. When you want to use a certain document you pick it up and put it on top of the others. You can do this on the Lisa, too. When you activate a document, it comes to the top of the stack on the desktop. Using this principle, you can arrange, or *layer*, windows for easy visibility.

To Position One Window on Top of Another:

Move Forecast up so that its title bar is just below the title bar for Summary. If you position windows so that their titles are visible, it's easy to find any window quickly.

To Arrange Windows for Easy Access:

If you shrink Summary a little bit you'll make more of Forecast visible. The more area visible, the easier it is to find a spot to click on when you need to make another window active. Your layered windows should look like the ones shown here.

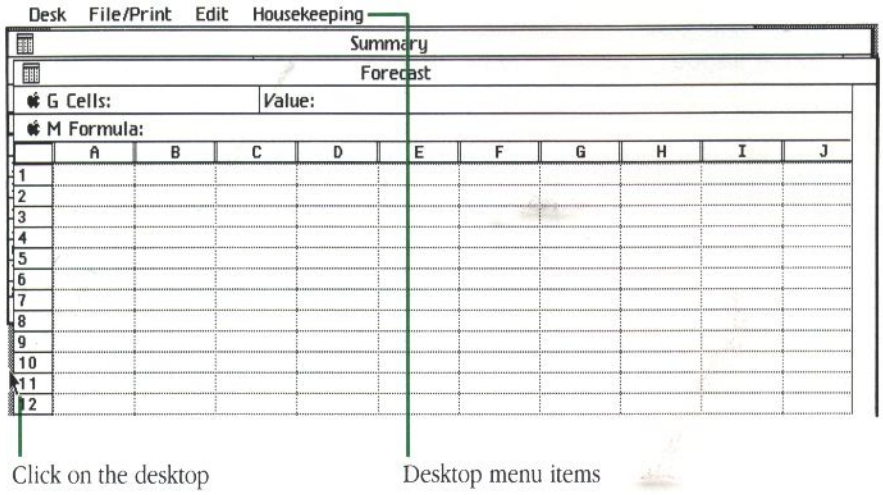


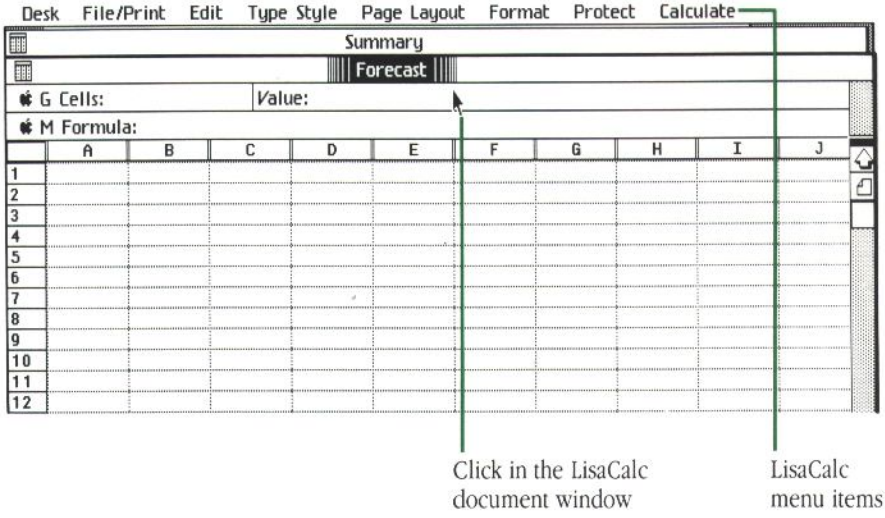
Active Desktop vs. Active Window

The Lisa always responds to your requests. When you click on something, it becomes active. If you want to activate a window but fail to move the pointer *all the way* to the window before you click, then whatever you actually clicked on becomes active.

To Activate the Desktop:

You now have two windows covering most of the desktop. Move the tip of the pointer into the gray area of the desktop. Click once and look at the results: Neither window is active. To what do the new menu titles across the top refer? To the *desktop.* How would you make one of the *windows* active again? Try it now while looking at the menu bar.


Desk File/Print Edit Housekeeping
Summary
Forecast
G Cells:
Value:
M Formula:
A B C D E F G H I J
1 2 3 4 5 6 7 8 9 10 11 12
Click on the desktop
Desktop menu items


Desk File/Print Edit Type Style Page Layout Format Protect Calculate
Summary
Forecast
G Cells:
Value:
M Formula:
A B C D E F G H I J
1 2 3 4 5 6 7 8 9 10 11 12
Click in the LisaCalc document window
LisaCalc menu items

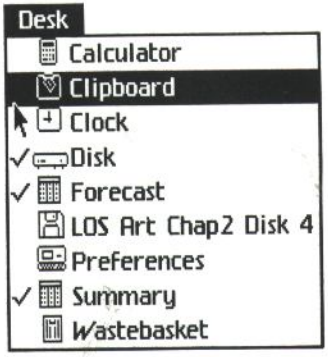
Don't Be Surprised!

It's easy to activate the desktop by mistake, especially if you're tired and misjudge your mouse movements. It happens to everyone.

How can you tell? The menu bar changes and the title of the window you were working in is no longer highlighted (darkened). *Take care not to activate the desktop when you mean to activate the window.*

The Desk Menu — for Convenience

When you have many documents opened on your desktop, sometimes it can be difficult to find the one you want quickly, even if you have layered the windows. The fastest way to find and activate a document or icon on the desktop is to open the **Desk** menu and see what's listed. Open the **Desk** menu and, when you see the title of the document you need, just choose it. The document will automatically come to the top. Try activating the Clipboard using the **Desk** menu.



If you can't find the title of the document you want in the **Desk** menu, then it might still be inside a folder or a container icon; the Disk icon, for instance. You may have to look inside other icons to find your document.

Summary

In this section you've

- Learned various ways of scrolling Lisa documents, depending on how far and fast you wish to go.
- Practiced moving and resizing windows for better visibility.
- Seen the difference between active and inactive windows and layered windows for easy reference and access.
- Made the desktop active and seen the effects on the menu bar.
- Used the **Desk** menu to activate a document (the Clipboard).

How to Get Started on Your Own Work

Now you know how to use the Lisa desktop, and you're ready to go to work. Here's what to do next:

- Find the stationery pad (LisaCalc or LisaWrite Paper, for example) associated with the task you want to do and the tool (application) you want to use.
- Tear off a piece of stationery from the pad to create the document on which you'll do your work.
- Name the document.
- Open the document.

Where to Go from Here

The next step is to apply the Lisa basics you learned in LisaGuide and in this chapter to the specific task you want to do.

Refer to the manual for the tool you'll be using (*LisaCalc* or *LisaWrite*, for example) to learn the specifics for that application.

When you need more information about the Lisa, come back to this manual and use the chapters that follow this one as a reference.

Chapter 3

Lisa Essentials

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65 Throwing Away Icons
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110 Copying between Documents Created with Different Tools
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110 *Copying Tables between Different Tools*
110 *Copying Graphics between Different Tools*
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112 Undoing the Last Change
112 Restoring the Previous Entry

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113 Formatting a Document for the Printer
114 *Imagewriter Printer Settings*
115 *Daisy Wheel Printer Settings*

116 Printing Hints
116 Printing
118 A Shortcut
118 Printing What's on the Desktop

119 Fixing Common Problems
119 Can't Find an Icon
120 Threw Something Away by Mistake
120 Can't Find a Document, Folder, or Disk Window
120 Can't Find a Menu
121 Can't Choose a Menu Item
121 Want to Stop an Operation

Introducing the Lisa Office System

The Lisa Office System provides you with an on-screen *desktop*, complete with many of the types of items you use in your own office — stationery, file cabinets (disks), even a wastebasket. You work with Lisa *tools* — LisaCalc, LisaDraw, LisaWrite, LisaProject, LisaGraph, LisaList, and LisaTerminal — instead of pencil and paper and typewriter.

Working on the desktop is easy, because everything you need is in easy reach. You perform many actions by pointing to what you want with the mouse and pressing the mouse button to select it.

The basic ways you tell the Lisa what you want to do are very similar, whether you are working on the desktop or in one of the Lisa applications. This chapter gives you those basics: It tells you how to work with the Lisa desktop and introduces you to the types of actions you'll use in all your Lisa activities. Be sure to go through Chapter 1, LisaGuide, and Chapter 2, Learning the Lisa. Then refer to this chapter, in combination with the manuals for each Lisa tool, when you need specific instructions.

The basic information in this chapter covers the following topics:

- An introduction to the desktop.
- Selecting and working with icons.
- Working with windows.
- Creating and working with documents.
- Saving your work.
- Selecting and working with text in documents.
- Copying and moving information within documents and between documents.
- Undoing changes in documents.
- Printing documents.

Starting to Work on the Lisa

Before you begin working on the Lisa, you need to set up the Lisa hardware and software.

To set up the hardware, follow the instructions in Appendix A, Setting Up Your System, in the *Lisa 2 Owner's Guide*.

To set up the software, follow the instructions in Chapter 6, Setting Up Your System, in this manual.

Then, each time you use the Lisa, begin by turning on the peripheral devices; then turn on the Lisa (just press the on-off button).

The Lisa Desktop

Working on the Lisa desktop is similar to working on your own desk, except that you use electronic tools represented by pictures on the desktop instead of manual tools such as paper, pencil, and typewriter.

As you work on the Lisa, you will see a variety of symbolic pictures, or *icons.* Each icon can be opened into a window so that you can see its contents.

The term *desktop* is used to describe the gray area you see on the screen and the icons on it. When you open different icons to view the contents of a file folder, disk, or document, all or a portion of the desktop is covered up.

This chapter contains two types of information:

- How to work with the desktop and the icons on it.
- Basic concepts that apply to the desktop and to different types of Lisa documents.

For more specific information about how to use the different Lisa applications, see the manuals for each tool (*LisaWrite, LisaCalc, LisaDraw, LisaProject, LisaList, LisaGraph*, and *LisaTerminal*).

Figure 1 shows the desktop and points out some important parts of it, including the different icons. Your own Lisa desktop may look somewhat different.

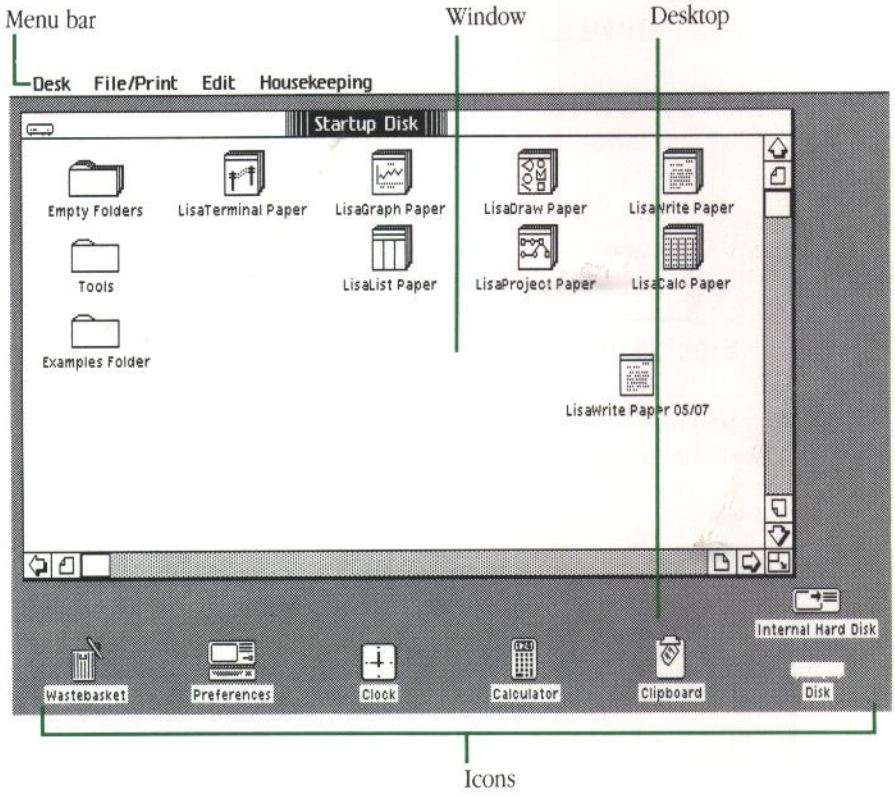
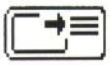


Figure 1. Lisa Desktop

The different types of icons you will work with on the Lisa are discussed below. For more detailed information about these icons, see Chapter 5, Desktop Reference.

Disks and Diskettes

Both micro diskette and hard disk icons represent the disks that store your documents and the tools (instructions) that let you use the Lisa. There are three types of disk icons: Internal hard disks, external hard disks like the ProFile, and micro diskettes.


Internal Hard Disk

Disk

Diskette

If you have a Lisa 2/10, you will see the internal hard disk icon on the Lisa desktop; otherwise, you will see the ProFile icon. If you have more than one ProFile attached, turned on, and configured in Preferences, you will see an icon for each one. Figure 1 shows a micro-diskette icon and the *shadow* of a hard disk icon. The hard disk icon has been opened to its window so that you can see the additional icons contained in it.

Pads of Paper

Seven pads of paper — one for each of the Lisa tools — appear across the top of the disk window in Figure 1. These pads of paper are called *stationery pads.*

LisaWrite Paper

Each stationery pad represents an infinite supply of paper for a Lisa tool. You will use these stationery pads to start new documents, by tearing off a piece of the paper and opening it. You can also make your own stationery pads. For more information, see Creating Stationery Pads, under Working with Icons.

Documents

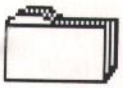
Each document you create on the Lisa is represented by an icon in a storage location (folder or disk, for example).

LisaWrite Paper 05/07

The design on each document icon matches the design on the Lisa pad of paper that was used to create the document.

Folders

Each disk initialized by the Lisa Office System comes with a pad of empty folders.

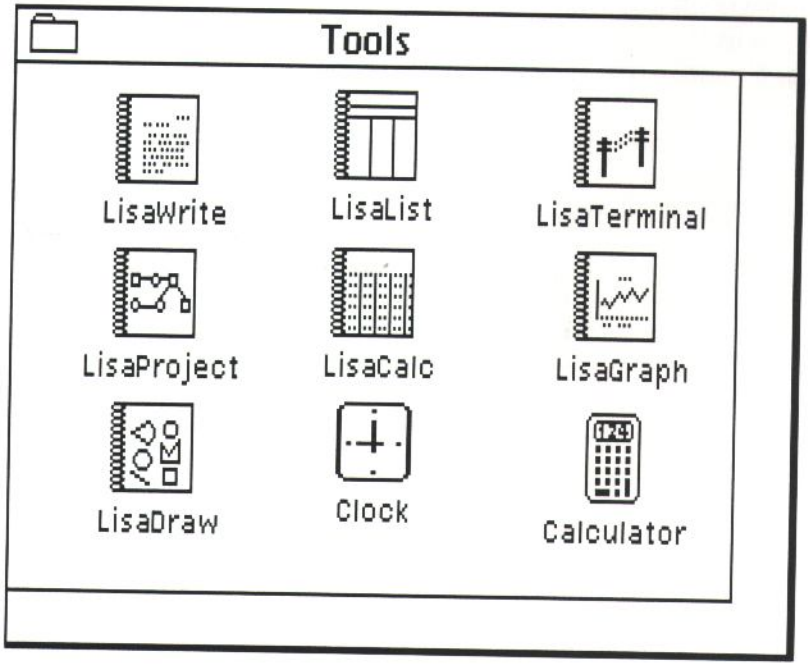


Empty Folders

The pad provides an unlimited supply of folders; you can tear off folders as you need them. Use folders to organize your documents.

Tools

The Tools folder contains the Clock, the Calculator, and the Lisa tools, which look like spiral binders.



The tool icons represent the instructions the Lisa needs to work on your documents. When you work on a document, the icon of the tool used to create it must be present on one of the disks on the desktop.

Wastebasket

The Wastebasket is the icon to which you move any documents you want to throw away.

Wastebasket

Throwing away objects frees up space on your disk. You can retrieve an object from the Wastebasket until you throw something else away. Be careful when you use the Wastebasket, and don't throw away tools or pads of paper by accident.

Clipboard

The Clipboard represents a temporary storage area on which information you *cut* or *copy* is placed. You can *paste* information from the Clipboard into documents. This allows you to change your mind after deleting (cutting) something and paste the information back in. You also can use the Clipboard to copy and move information quickly.

Clipboard

Information remains on the Clipboard until you cut or copy another selection.

You can open the Clipboard to see its contents, but you cannot edit (revise) the information on it.

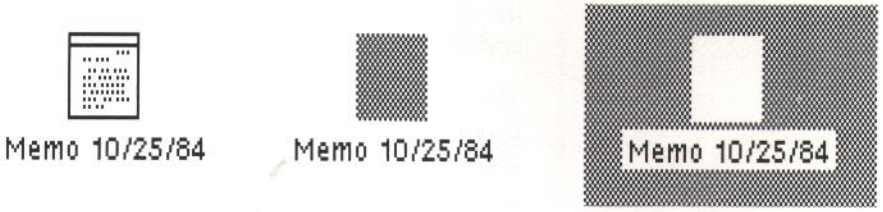
Preferences

Preferences allows you to specify your convenience settings and startup device and to connect other devices such as a printer to your Lisa. See Chapter 6, Setting Up Your System, for more information about Preferences.

Preferences

Icon Shadows

Icons can be opened into windows. When an icon is open, its shadow remains to mark the icon's location on the desktop.



Icon | Shadow in disk window | Shadow on desktop

If the icon's location is in the *disk window*, the location is marked by a *gray shadow* when the icon is open.

When an icon is temporarily located on the *desktop*, a *white shadow* remains when the icon is open.

The Menu Bar

Many of the actions you can perform on the Lisa are listed in *menus*, the titles of which are shown on the menu bar across the top of the screen. The menu bar always appears at the top of the Lisa screen. The menu names shown in the menu bar change as you use different Lisa applications. When the desktop is active, the menu names are those shown in Figure 1. For detailed information about the desktop menus, see Chapter 5, Desktop Reference. For detailed information about the menus that appear when you are working in documents, see Chapter 3 in each Lisa application manual.

Pointers

As you move the mouse, a pointer moves around the screen. Depending on what you are doing, the pointer can have any of the following shapes:

The *arrow pointer* appears when you are working with icons on the desktop, whenever you open menus, and when you use the scroll bars or title bar in any window. Some LisaDraw actions use a *change pointer,* which has the same arrow shape.

The *hourglass* appears when you need to wait while the Lisa finishes what it is doing. The hourglass changes to one of the other pointers when you can continue your work.

The *text pointer* is used to mark where you want to enter or change text. The text pointer is the predominant pointer in LisaWrite and LisaTerminal, and it appears when you work with text in the other applications.

The *drawing pointer* appears in LisaDraw and LisaProject as you draw new objects.

The *check mark* is used to make choices within dialog boxes and in the Preferences window.

The *cross-hair pointer* is used in LisaCalc, LisaGraph, and LisaList to select cells, rows, and columns.

Working with Icons

Most the of the actions you perform on the Lisa are done in two basic steps:

- First you *select.*
- Then you do something.

These two steps are the key to working on the desktop and in Lisa documents. You will use these steps in all kinds of situations. For example, on the desktop you *select* an icon, and then move, duplicate, or open it. In a document, you *select* the location where you want to enter information, and then type. To remove information, you *select* it and then cut it.

Many actions that you take on objects are performed while they are in their icon form. The information on the following pages shows you how to

- Select individual and multiple icons.
- Open icons into windows.
- Close windows and return them to their icons.
- Rename icons.
- Move icons.
- Copy icons.
- Throw away icons.
- Organize icons on the desktop.
- Create stationery pads.

Manipulating Icons

You use the mouse to select and work with icons mainly in these ways:

- Move the pointer to the icon and *click* (click the mouse button once) to select an icon.
- Move the pointer to the icon and *double-click* (click the mouse button twice, quickly) to select and open an icon.
- Move the pointer to the icon and *press and drag* (press and hold down the mouse button while you move the mouse) to move an icon.
- Move the pointer to a position on the desktop where there is no icon and *press and drag* to draw a *selection box* around one or more icons.

These techniques and some variations on them are used in the procedures that follow, and throughout the manuals for each Lisa tool.

Selecting Icons

Before you can do anything to an icon, you must first *select* it. When an icon is selected, it darkens, or is *highlighted*. You can select

- One icon.
- Multiple icons.

You can also

- *Deselect* or "unselect" icons (cancel the selection).
- Extend or reduce a selection.

To Select One Icon:

1 ▶ Move the pointer to the icon you want to select.

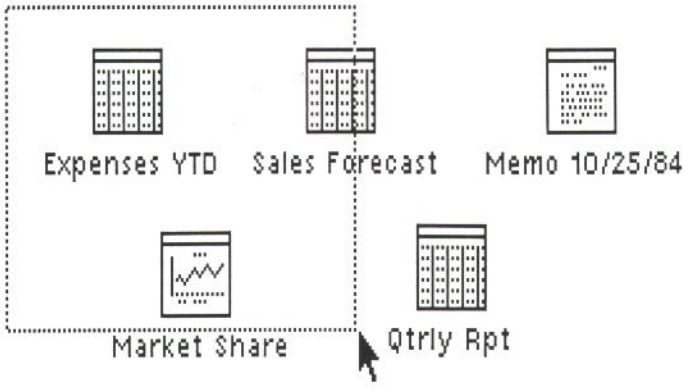
2 ▶ *Click* the mouse button once. The icon is highlighted.

To Select Multiple Icons That Are Close Together (Selection Boxes):

1 ▶ Place the pointer above and to the left of the first icon.

This is the point at which the *selection box* will start.

2 ▶ *Press and drag* (hold down the mouse button while dragging the pointer) diagonally across the other icons. The *selection box* appears.



3 ▶ When all the icons are within the *selection box*, release the mouse button.

If not all the desired icons are selected, repeat steps 1 and 2. (If an icon is more than halfway within the selection box, it probably will be selected. However, if too much of an icon is left outside the selection box it won't be selected.)

To Select Multiple Icons That Are Far Apart (Shift-Clicks):

1 ▶ Move the pointer to any one of the icons to be selected and click the mouse button once.

2 ▶ Move the pointer to one of the other icons to be selected, hold down the Shift key, and click the mouse button once. This is called a *Shift-click*.

3 ▶ Repeat step 2 for all the other icons you want to select.

Note: Clicking a second time on a selected icon while the Shift key is held down will deselect the icon.

To Deselect a Selection:

1 ▶ Click on an empty position on the desktop.

Any selected icons are deselected.

Or

1 ▶ *Select* another icon.

The new icon is selected and any previously selected icons are deselected.

To Extend or Reduce a Selection:

1 ▶ Press and hold down the Shift key.

2 ▶ To extend the current selection, click on the additional icons you want to select.

Or

To reduce the current selection, click on the selected icons you want to deselect.

To Reverse a Selection of Icons:

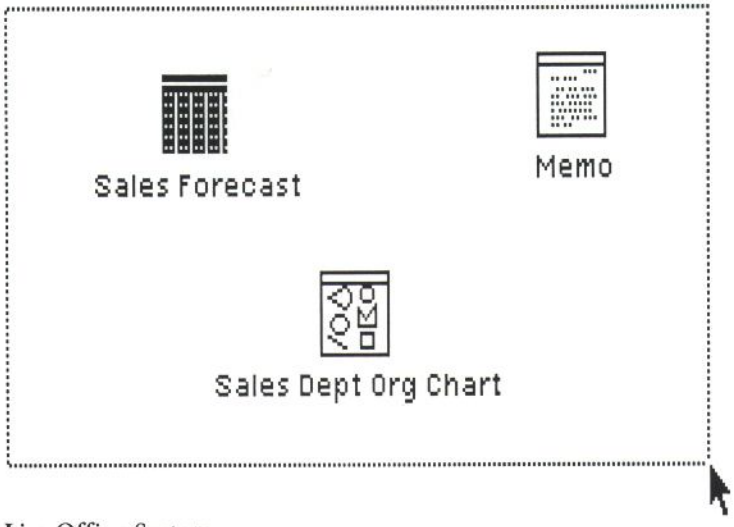
1 ▶ Press and hold down the Shift key.

2 ▶ Draw a *selection box* around the group of icons.

a. Place the pointer above and to the left of the first icon.

b. Press and hold down the mouse button while dragging the pointer diagonally across the other icons. A *selection box* appears.

You can release the Shift key as soon as you press the mouse button.



c. When all the icons are within the *selection box*, release the mouse button.

All icons that were previously selected are deselected, and all objects that were not selected become selected.

Renaming Icons

Each icon on the desktop has a name underneath it. When you first use the Lisa, standard icon names already exist. You will want to change some icon names as you use the Lisa. For example, you may want to name documents and folders to help you remember the contents of the icons.

You can rename any icon or icon shadow. Icon names can be of any length, but can only be on one line. You can also edit (revise) an icon name. The techniques used to edit an icon name are similar to those you use when you edit text in the Lisa applications. For more information, see Editing Text, under Selecting, Entering, and Editing Text.

To Rename an Icon:

1 ▸ *Select* the icon or its shadow.

2 ▸ Type a new name.

To Edit an Icon Name:

1 ▶ *Select* the icon or its shadow.

2 ▶ Move the pointer onto the icon's name.

The pointer changes into the text pointer.

3 ▶ *Select* the part of the name you want to change:

a. To set an insertion point within the name, move the pointer to the position you want and click once.

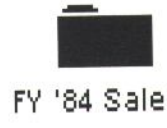
b. To *select* a word, move the pointer to it and *double-click* (click the mouse button twice, quickly).

c. To *select* a character or characters, move the pointer in front of the first character and *press and drag* through the character(s).

4 ▶ Make the change you want:

a. To insert extra characters, set an insertion point and type.

b. To delete (cut) the selected portion of the name, press the Backspace key.



c. To replace the selected portion of the name, type the new character(s).

Opening Icons

Every icon on the desktop can be opened into a window. When you open a disk icon, you see the contents of the disk. When you open a folder icon, you see what documents are inside. When you open the Wastebasket, you see the icon of the last object you threw away. When you open a document, you see its contents.

The one exception is Lisa paper, or "stationery." It is opened in two steps: When you want to open a new document, you first tear off a piece of paper and then open the document. You then see a blank piece of paper, ready to write on.

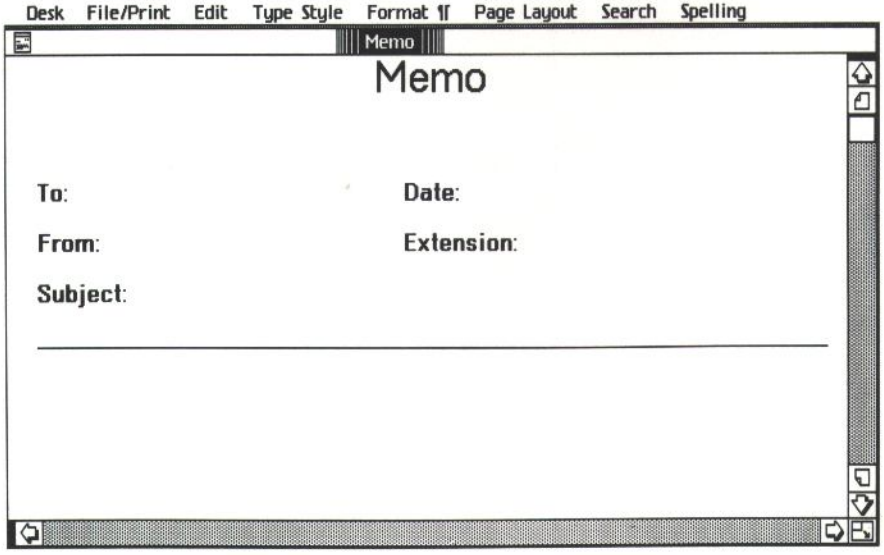
Any new icons that appear when you open an icon into a window may be selected, moved, opened, duplicated, and thrown away. Disks, folders, and the Wastebasket may all contain other icons.

You can also close and return each window on the desktop to its icon. For more information, see Closing Windows, below.

To Open an Icon:

1 ▶ Move the pointer to the icon and click once to *select* it.

2 ▶ Open the **File/Print** menu and choose **Open "Icon Name"**. The icon opens into a window.



▶▶▶

You will be using menu items to perform a variety of actions on the Lisa. For more information, see Using Menus.

Note: If you have more than one icon selected when you open the **File/Print** menu, the menu item will say **Open "Icons"**. Choosing this item causes the Lisa to open all selected icons into windows, placing one on top of another.

Or

1► Move the pointer to the icon.

2► *Double-click.* The icon opens into a window.

Or

1► If the icon is on the desktop, open the **Desk** menu and choose the icon.

To Start a New Document:

1► Move the pointer to the pad of paper you want to use.

a. *Select* the icon, open the **File/Print** menu, and choose **Tear Off Stationery**.

Or

b. *Double-click.*

A new document icon appears.

2► While the document icon is selected, type a new name for it.

3 ▸ Open the new document.

a. Open the **File/Print** menu and choose **Open "Document Name"**.

Or

b. *Double-click* on the document's icon.

Or

1 ▸ If the icon for the pad of paper is on the desktop, open the **Desk** menu and choose the icon.

Closing Windows

You can close a window and return it to its icon form in different ways. You can

- *Set aside* documents, disks, folders, the Clipboard, the Wastebasket, tools — any open window. You may also set aside everything on the desktop. When you set aside a Lisa document, its contents are placed in temporary storage; a permanent copy is not placed on the disk. The Lisa reduces the window to its icon form and places the icon on the desktop. If the icon is a document or folder, its original location on the disk or in a folder is marked by a shadow icon.
- *Save and put away* documents and folders. The Lisa reduces the window to its icon form and returns the icon to its original location on a disk or in a folder.

For more information on when to set aside and when to save, see Saving Documents.

To Close a Window and Return It to Its Icon Form:

1 ▶ Make sure the window is active by clicking in it.

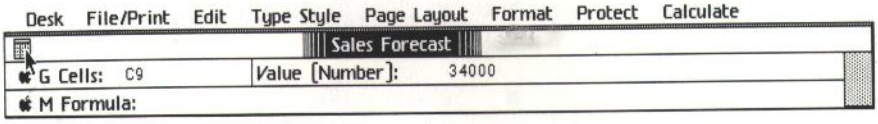
2 ▶ Open the **File/Print** menu and choose **Set Aside** "Window Name".

Or

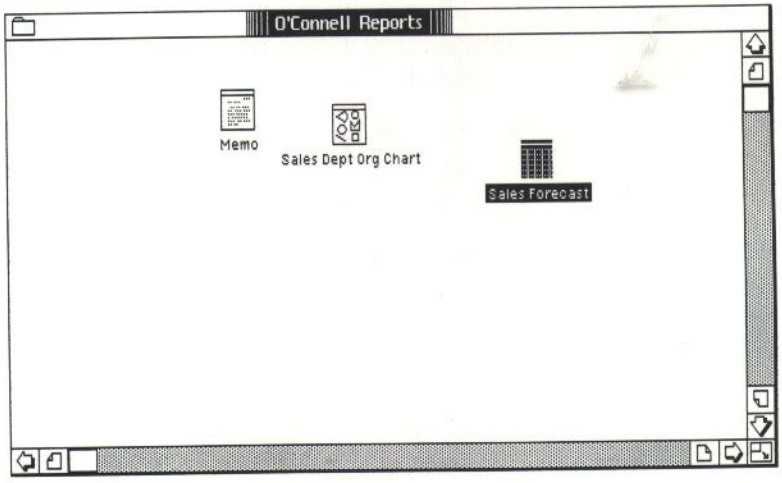
Open the **File/Print** menu and choose **Save and Put Away** "Window Name".

Or

1 ▶ Move the pointer to the small icon in the title bar.



2 ▶ *Double-click.* The window reduces to an icon.



Document reduces to icon

Note: When the window is a document, *double-clicking* saves and puts the document away if it was last opened from its position in a disk or folder window. If the document was opened from a "set-aside" position on the desktop, *double-clicking* sets the document aside.

To Close All Windows and Return Them to Icon Form:

1 ▸ Open the **File/Print** menu and choose **Set Aside Everything**.

To Return an Icon to Its Folder or Disk:

1 ▸ *Select* the icon.

2 ▸ Open the **File/Print** menu and choose **Save & Put Away**.

Moving Icons

You can move icons around the desktop to rearrange them, store them in folders, or move them from one disk to another. You can move icons one at a time or you can move several icons. If you select more than one icon when you start the move, all selected icons move, and the icons remain the same distance from one another in their new position.

If you move a document icon from the gray part of the desktop to a folder or disk window, the document is automatically saved.

For more information on placing icons in folders, or if you simply want to straighten up the icons on the desktop, see Organizing Icons on the Desktop, below.

To Move an Icon:

1 ▸ Move the pointer to the icon.

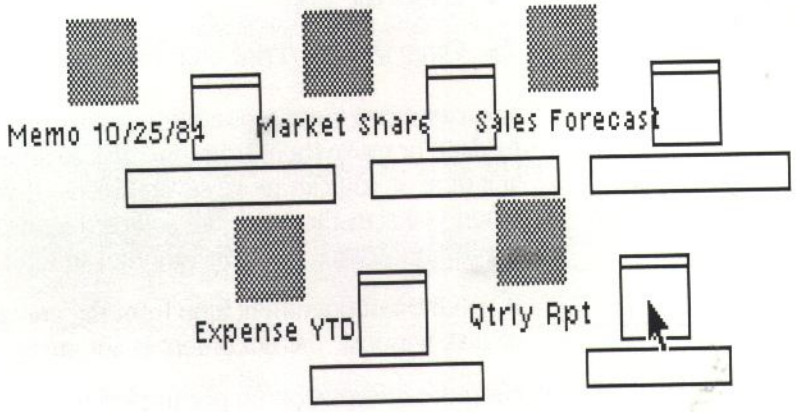
2 ▸ *Press and drag* the mouse. As you move the pointer, the icon moves along with it. When the pointer and the selected icon are in the new location you want, release the mouse button.

To Move Several Icons at Once:

1 ▸ *Select* the icons to be moved using *Shift-click* or a *selection box*. For help selecting, see Selecting Icons.

▸▸▸

2▶ Place the pointer on any one of the selected icons and *press and drag* the icon to the new location. Release the mouse button. All the selected icons move.



Copying Documents and Other Icons

You can make copies of most of the icons you see on the desktop. You can copy documents, stationery pads, folders, tools, and disks. You cannot copy Preferences, the Wastebasket, or the Clipboard.

You will find it helpful to copy documents, whether individually or in folders, when you want to revise a document and still keep the original document intact, and when you want to have backup copies of documents.

When you copy a folder or disk, a copy is made of the entire contents of the icon.

The process of copying icons is called *duplicating*.

(See also Backing up Disks and Micro Diskettes, in Chapter 4.)

To Duplicate an Icon:

1▶ *Select* the icon or icons you want to duplicate.

2► Open the **File/Print** menu and choose **Duplicate**.

A duplicate of each selected icon appears to the right and slightly below the original icon. The duplicate is highlighted, and it blinks.

3► Move the pointer to the blinking duplicate and *press and drag* the icon to a new position. The new position may be near the original, or it may be in another folder or on another disk. For information on placing icons in folders, see Organizing Icons on the Desktop.

A Wait message appears, telling you that the duplicate is being made.

Note: You cannot perform any other actions between steps 2 and 3, above. Once you have started the duplicating process, you must either complete or cancel it. If you try to perform another action with the Lisa, a message appears asking you either to complete the duplication or cancel it.

4► If necessary, rename the copy so as not to confuse it with the original.

Throwing Away Icons

You can throw away any type of icon from the desktop except disk icons, Preferences, and the Clipboard. Be careful not to throw away an icon you need, such as a tool you will be using.

You can throw away one or more icons at a time. The icons are placed in the Wastebasket and remain there until you throw away something else.

The Lisa keeps track of what's in the Wastebasket for each disk. When you throw something away, the Wastebasket is emptied of the icons you threw away the last time *from the same disk*. Any icons that were thrown away from other disks remain in the Wastebasket. For example, say you are using an internal hard disk and a micro diskette. You throw away a document from the micro diskette. The Lisa empties the Wastebasket of any previous icons from that micro diskette, but keeps any icons you threw away from the hard disk.

As a safety feature, the Lisa lets you recover an icon or group of icons you discarded at one time — as long as you haven't thrown something else from the same disk on top of what you want back. You can recover the last thing thrown away by simply opening the Wastebasket and moving the icon(s) back to the disk window.

You can take a look at an object in the Wastebasket and leave it there, just as you might retrieve a piece of paper from your office wastebasket to check something on it, and you can also pull a document or other icon back out of the Wastebasket.

Your most common use of the Wastebasket will probably be to throw away old versions of Lisa documents. Throwing away documents also frees up more space on the disk. For more information on freeing up disk space, see Chapter 4, Working with Disks.

To Throw Away an Icon:

1 ▶ *Select* the icon(s) you want to throw away.

2 ▶ Place the pointer on the selected icon and *press and drag* the icon onto the Wastebasket icon. When the Wastebasket highlights, release the mouse button.

The selected icon disappears and is placed in the Wastebasket. Any icons already in the Wastebasket are emptied out.

To Retrieve an Icon or Icons from the Wastebasket:

Remember: You can only retrieve the last icon you threw away for the current disk, or the last group of icons you threw away together.

1 ▶ *Select* the Wastebasket icon, open the **File/Print** menu, and choose **Open "Wastebasket"**.

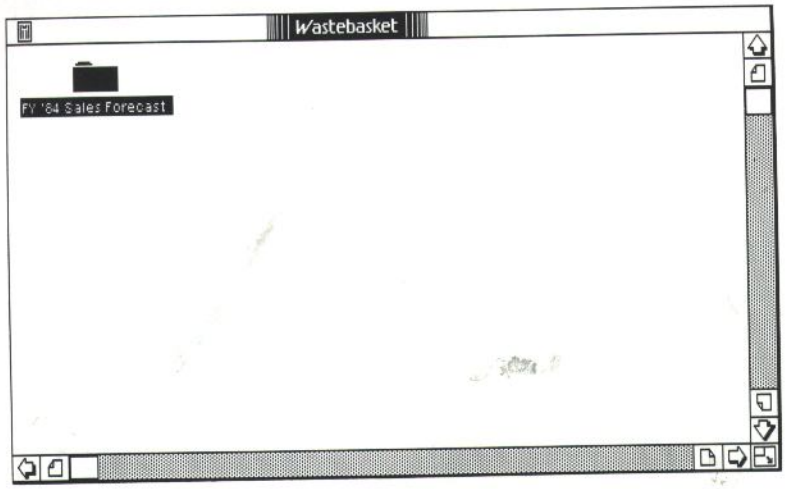
Or

Double-click on the Wastebasket icon.

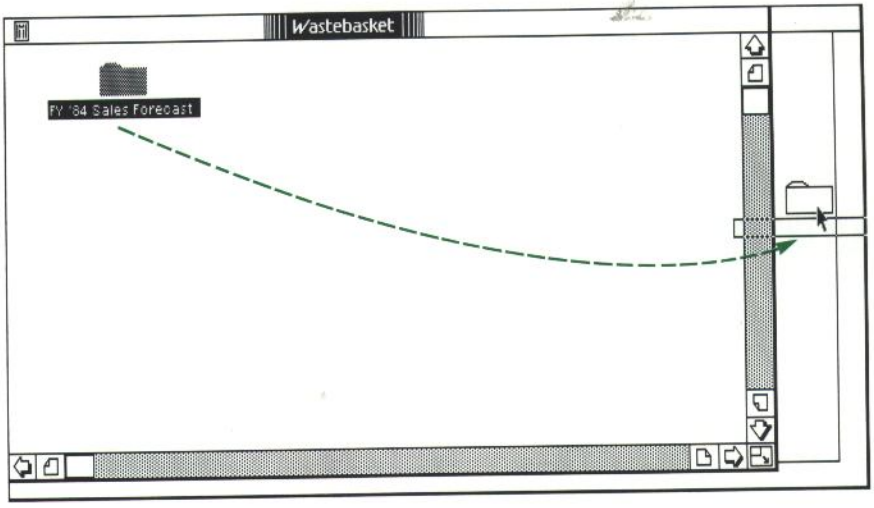
The Wastebasket opens into a window, displaying the icons that were last thrown away.

▶▶▶

2 ▸ *Select* the icon or icons you want to retrieve from the Wastebasket.



3 ▸ *Press and drag* the icon(s) out of the Wastebasket window onto another window or part of the desktop.



4 ▸ Open the **File/Print** menu and choose **Set Aside "Wastebasket"**.

Or

Double-click on the small icon in the upper left corner of the Wastebasket window.

To Check the Contents of a Document in the Wastebasket:

1 ▶ Open the Wastebasket.

2 ▶ Open the document you want to check.

3 ▶ Examine the contents of the document. You can perform any of the actions you normally would on the document.

4 ▶ When you've finished with the document, close it. As usual, you may set it aside or save it.

If saved, the document returns to its icon form and remains in the Wastebasket. If set aside, the document is removed from the Wastebasket and placed on the desktop.

5 ▶ If you want to take the document out of the Wastebasket, *press and drag* its icon to another part of the desktop.

6 ▶ Open the **File/Print** menu and choose **Set Aside "Wastebasket"**.

To Empty the Wastebasket:

1 ▶ *Select* the Wastebasket icon or activate the Wastebasket window.

2 ▶ Open the **Housekeeping** menu and choose **Empty "Wastebasket"**.

The contents of the Wastebasket are erased.

Organizing Icons on the Desktop

You can organize your desktop to find what you need quickly and easily. For instance, you may want to arrange icons so that the ones you use the most often are in a convenient place. The Lisa provides two features that will help you organize your desktop:

- Folders to file your documents in.
- The ability to straighten up the desktop.

Organizing Documents in Folders

The work you do with the Lisa tools is always done in *documents.* A spreadsheet you create on LisaCalc Paper is called a LisaCalc document, a report done on LisaWrite Paper is a LisaWrite document, and so on. To help keep your work organized, you may want to file Lisa documents in Lisa *folders.*

The Empty Folders icon provides a limitless number of folders for you to use to organize your work. File related documents in a folder by moving the document icons into the folder icon.

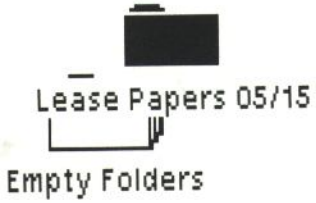
To Create a New Folder:

1 ▶ *Select* the Empty Folders icon, open the **File/Print** menu and choose **Tear Off Stationery**.

Or

Double-click on the Empty Folders icon.

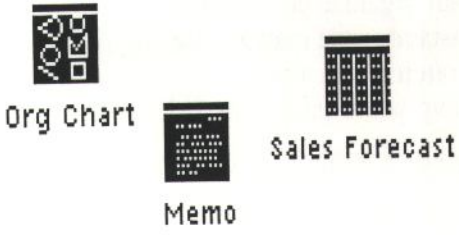
2 ▶ Rename the folder by typing a name.



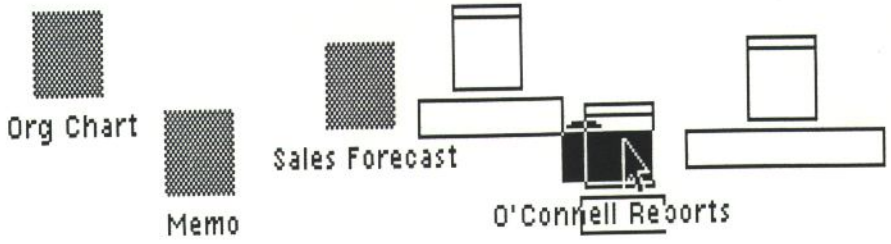
3 ▶ Move the new folder to a convenient spot in the disk window.

To File Documents in a Folder:

1 ▶ *Select* the document or documents you want to place in the folder.



2 ▶ Place the pointer on one of the selected documents and *press and drag* its icon onto the folder icon. When the folder icon highlights, release the mouse button.



To Move a Document Out of a Folder:

1▶ Open the folder icon.

2▶ *Press and drag* the document icon out of the folder to another location on the desktop.

To Open a Document Stored in a Folder:

1▶ Open the folder icon.

2▶ Open the document.

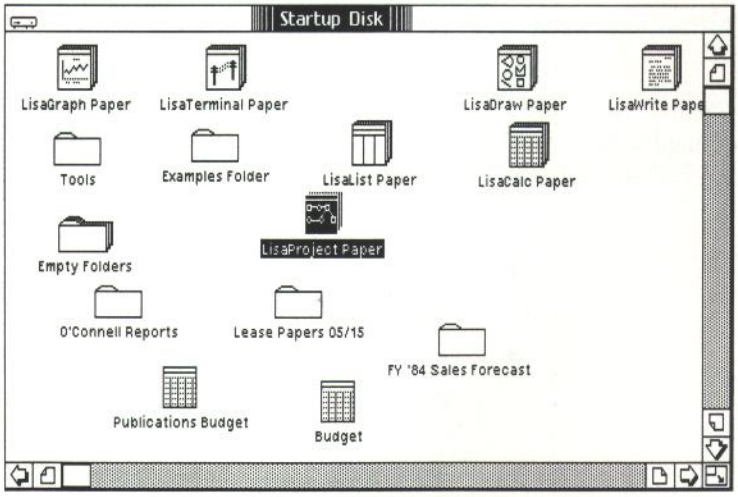
Straightening Up Icons

You can *straighten up* the icons in any folder or disk window and on the the desktop. When you straighten up icons, they are placed in neat rows across the active window or desktop. The number of icons that are placed in each row depends on the width of the window. When you have a narrow window, fewer icons are placed in each row than when you have a wide window.

Note: If the icons in the window or on the desktop have long names, the names may overlap after the icons are straightened up.

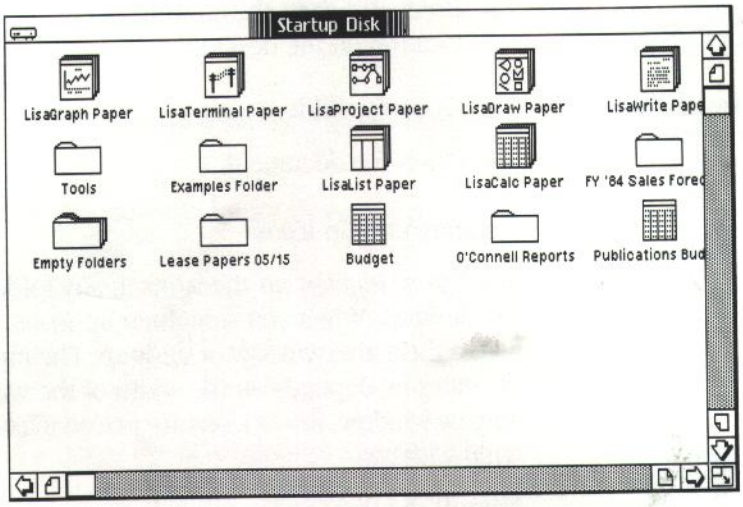
To Straighten Up Icons:

1▶ Make sure the desktop, disk, or folder window is active by selecting one of the icons to be straightened up.



▶▶▶

2► Open the **Housekeeping** menu and choose **Straighten Up Icons**.



Creating Stationery Pads

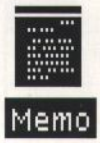
You can make a stationery pad out of any document or folder you've created. A stationery pad gives you an unlimited supply of that document.

Consider making stationery pads for types of documents you use often. For example, you may find it convenient to make stationery pads for these types of documents:

- Memos that use the same to, from, date, and subject headings.
- Spreadsheet templates that require only a few changes.
- Reports that use the same formats for margins, tabs, and line and paragraph spacing.
- Documents that use the same printer formats — the same type of printer, paper size, orientation, and resolution.
- Folders that contain blank documents you want to use again and again. For example, a personnel folder might contain blank forms to be filled in for new employees.

To Make a Stationery Pad:

1 ▸ *Select* the document or folder icon you want to make into a stationery pad.



2 ▸ Open the **File/Print** menu and choose **Make Stationery Pad**.

The icon changes from a document to a pad of paper.

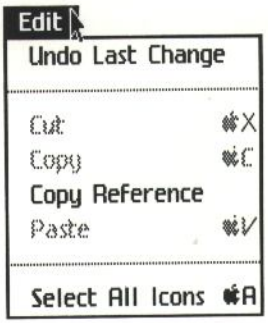
Using Menus

The menu bar across the top of the Lisa desktop shows the names of the menus active for the current window. *The menu bar changes to show different menus as you work with different Lisa tools.* You will always see a menu bar across the top of the Lisa screen, no matter what you are doing. Menus are used to perform the majority of actions you take while using the Lisa.

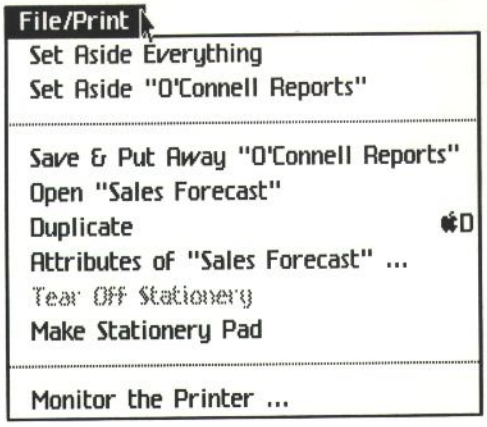
Each menu opens to show a list of items that allow you to act on the current selection. The current selection may be an icon, some information in a document, or a point on the desktop or in a document. When no object is selected on the desktop or in a document, the available menu items refer to what you can do to the active window, whether it is a disk or folder window or a document window.

The menu items in the desktop menus let you perform actions that prepare the desktop and documents for working. For a listing of all the items in the desktop menus, see Chapter 5, Desktop Reference.

When a menu item is shown in gray instead of black, it does not apply to the current selection, and cannot be chosen.

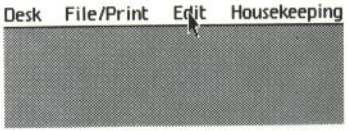


Some menu items are followed by ellipses (. . .). When you choose one of these menu items, such as **Monitor the Printer** on the **File/Print** menu, a dialog box appears. You must check the appropriate boxes in the dialog box before continuing. In some cases, the menu item does not take effect until you fill in the dialog box.

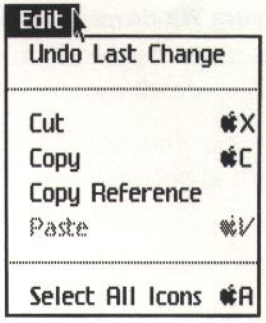


To Open a Menu and Choose a Menu Item:

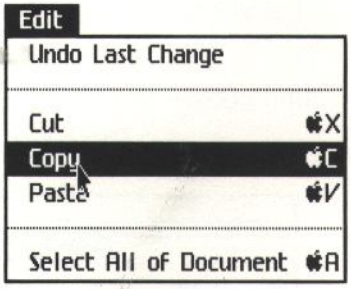
1 ▶ Move the pointer to the menu name in the menu bar.



2▸ Press and hold down the mouse button. The menu opens.



3▸ While holding the mouse button down, drag the pointer down the menu until the menu item you want is highlighted.



4▸ Release the mouse button. The menu item is chosen.

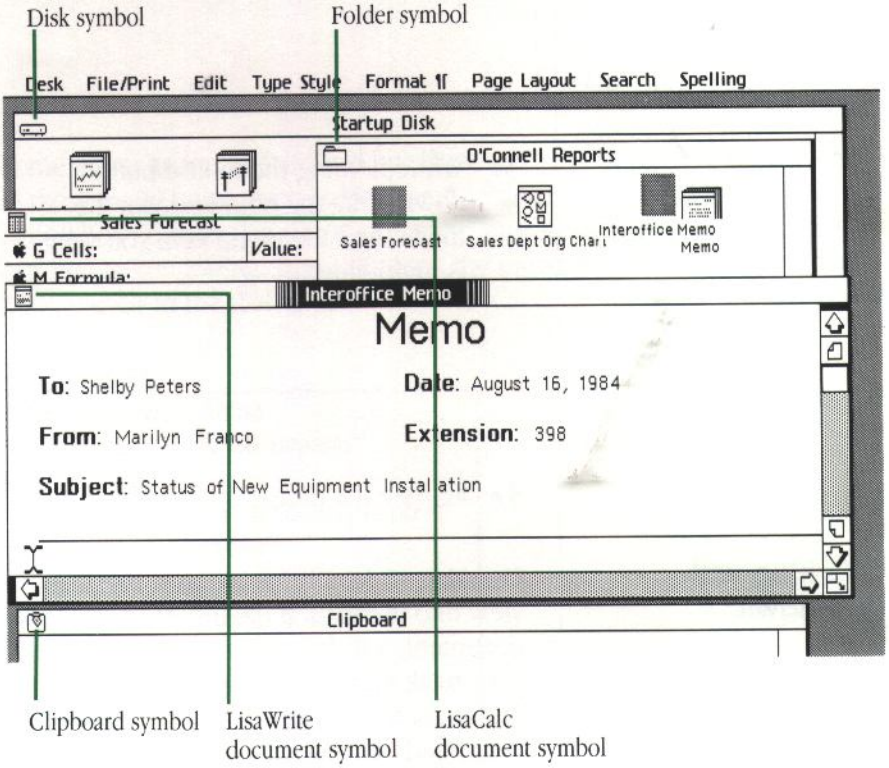
Working with Windows

Opening an icon turns the icon into a *window*. The window gives you a view into the icon. A document window displays the information in a document; a disk window shows what's stored on the disk. The bulk of your work on the Lisa will be done in document windows, so it is important to understand how to work with them. On the following pages you'll find out how to

- Identify windows.
- Tell when a window is active or inactive.
- Change the size of windows.
- Move windows on the desktop.
- Layer windows for easy access.
- Bring more of a document into view by scrolling.

Identifying Windows

When you open an icon into a window, a picture similar to the icon remains in the upper left corner of the window, in the title bar. This miniature icon allows you to quickly identify what type of window is open. The illustration below shows a number of overlapping windows and points out the symbol in the title bar and what it represents.



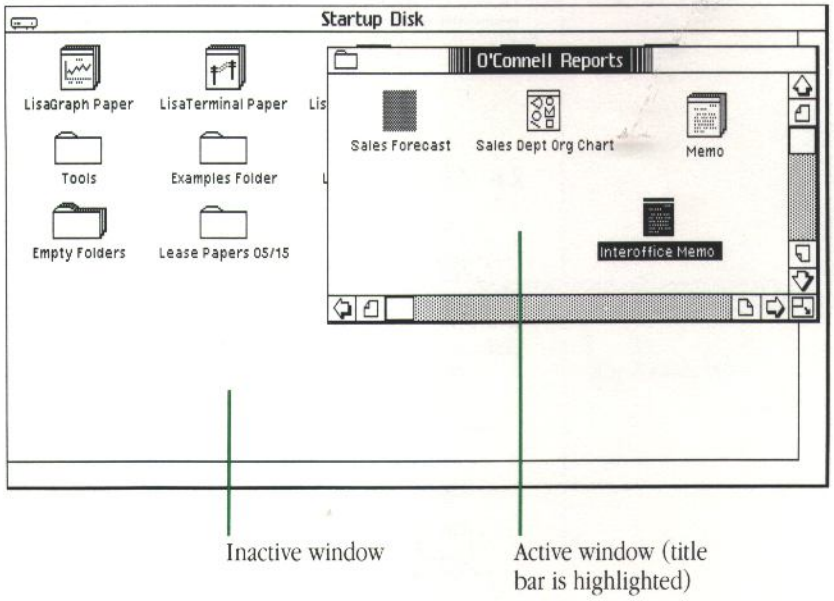
Active and Inactive Windows

As you work with the Lisa, you may find it convenient to have a number of windows open at any time. For example, you might want to open several documents, if you are working back and forth between them.

No matter how many windows are open on the desktop, only one can be active at any one time. The active window will be on the top of the desktop, and can be further identified by the following:

- Highlighting around the document name in the title bar.
- The presence of view controls in the scroll bars.
- The contents of the menu bar, which shows the menus available for the active window.

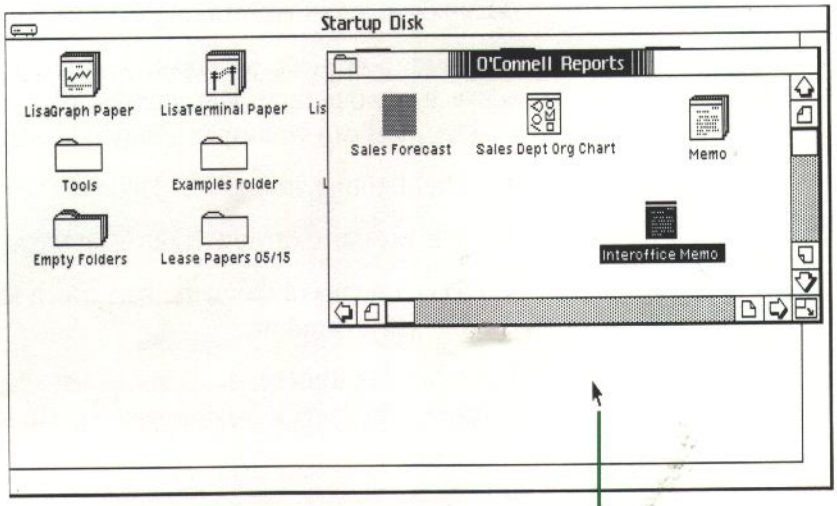
The following illustration shows an active and an inactive window and points out the parts indicating when a window is active.



It is possible to have no windows active on the desktop; this happens when the desktop itself is active. One indication that the desktop is active is the presence of the desktop menus across the top of the screen: **Desk**, **File/Print**, **Edit**, and **Housekeeping**.

To Activate a Window:

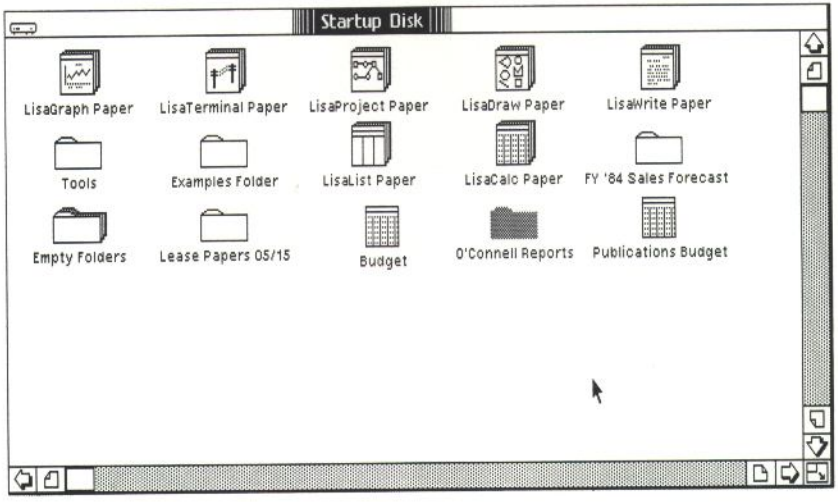
1 ▶ Move the pointer onto the window you want to activate.



Place pointer in window you want to activate

2 ▶ *Click once.*

The window activates. The title bar highlights and the view controls appear in the scroll bars.



Or

1 ▶ Open the **Desk** menu and choose the window's icon from the list.

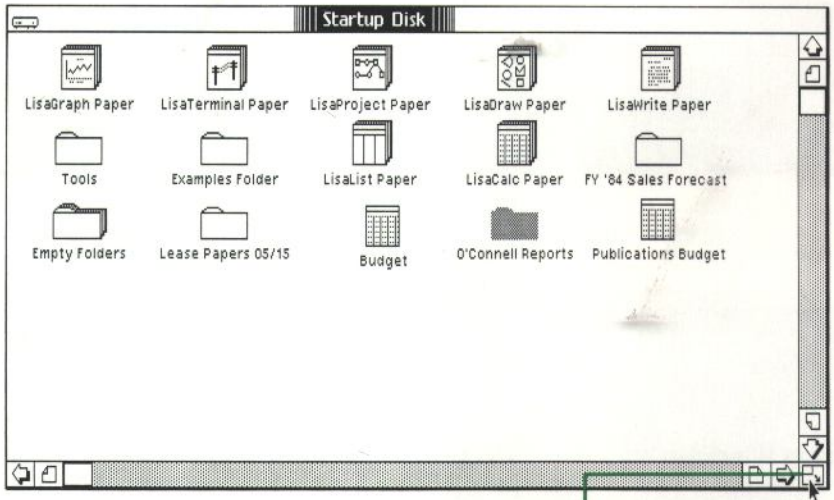
Changing the Size of Windows

You can change the size of windows, both horizontally and vertically. This allows you to see the contents of more than one window on the desktop at the same time.

When you want to change the size of a window, you use the size control box in the lower right corner of the window. Move it left and right to change the width of a window, up and down to change the height, and diagonally to change both height and width at the same time.

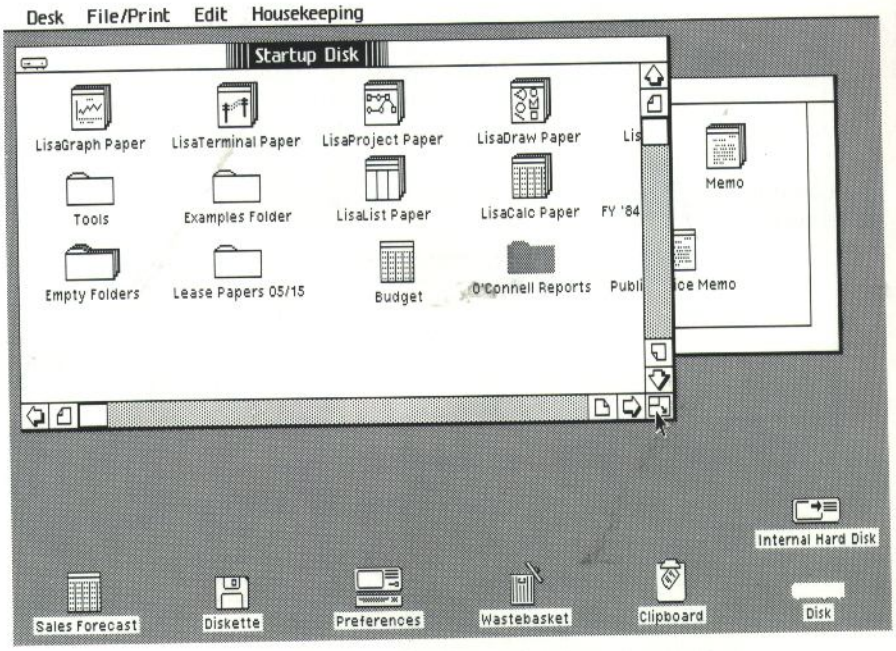
To Change the Size of a Window:

1 ▶ Move the pointer to the size control box.



▶▶▶

2 ▶ *Press and drag* in the desired direction to shrink or stretch the window.



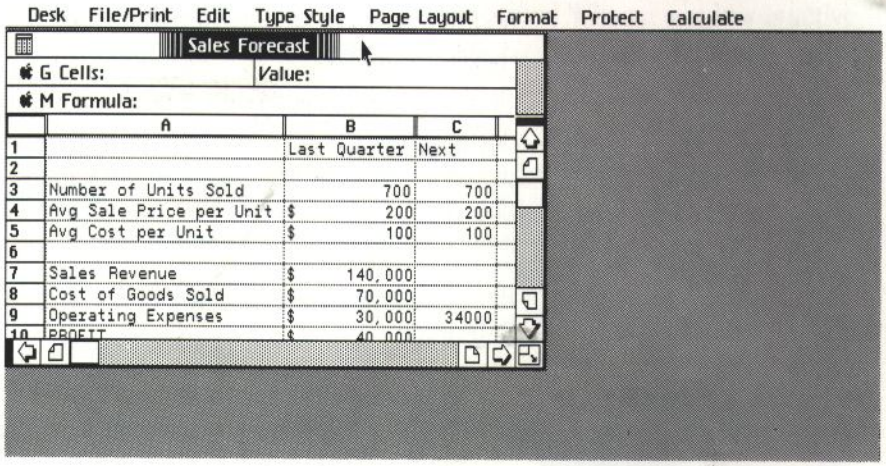
Moving Windows on the Desktop

When you want to view more than one window at a time on the desktop, or see icons hidden beneath a window, you'll find it helpful to move windows. Use the move feature in combination with changing the size to see what you need in the window.

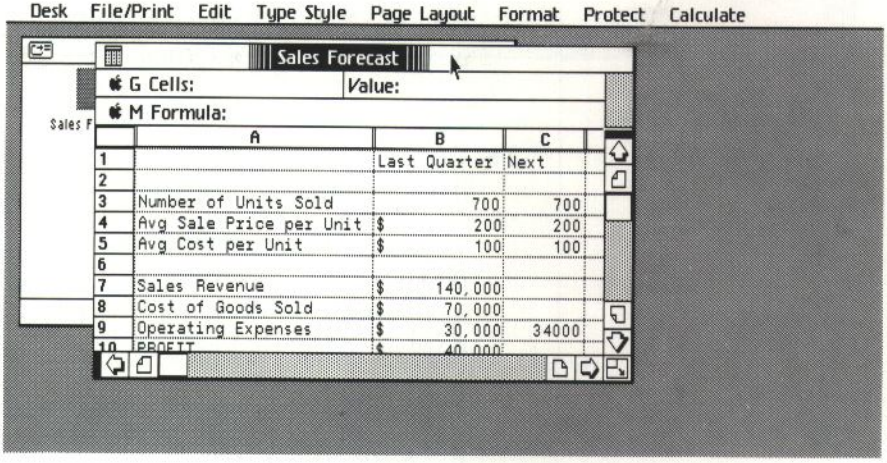
The **Desk** menu can also help you locate icons and windows. For more information, see Locating Windows.

To Move a Window on the Desktop:

1 ▶ Move the pointer to the title bar.


Desk File/Print Edit Type Style Page Layout Format Protect Calculate
Sales Forecast
G Cells:
Value:
M Formula:
A B C
1 Last Quarter Next
2
3 Number of Units Sold 700 700
4 Avg Sale Price per Unit $ 200 200
5 Avg Cost per Unit $ 100 100
6
7 Sales Revenue $ 140,000
8 Cost of Goods Sold $ 70,000
9 Operating Expenses $ 30,000 34000
10 PROFIT $ 40,000

2 ▶ *Press and drag* to move the window where you want it.


Desk File/Print Edit Type Style Page Layout Format Protect Calculate
Sales Forecast
G Cells:
Value:
M Formula:
A B C
1 Last Quarter Next
2
3 Number of Units Sold 700 700
4 Avg Sale Price per Unit $ 200 200
5 Avg Cost per Unit $ 100 100
6
7 Sales Revenue $ 140,000
8 Cost of Goods Sold $ 70,000
9 Operating Expenses $ 30,000 34000
10 PROFIT $ 40,000

Locating Windows

If you have a number of windows open, you can locate a window, activate it, and bring it to the top of the desktop all at once by using the **Desk** menu. You'll see the menu name **Desk** in the menu bar whenever the desktop is active.

The **Desk** menu lists up to 22 icons and windows that are presently on the desktop. (Icons stored in folders and on disks are not listed.) Open windows are represented by a check mark next to the icon. Desktop objects that appear on the menu without check marks are presently in their icon rather than window form.

For complete information about the **Desk** menu, see Chapter 5, Desktop Reference.

To Locate a Window and Activate It:

1 ▶ Open the **Desk** menu and find the icon for the window you want to activate.

If the icon has a check mark next to it, it is already open as a window. If the icon does not have a check mark next to it, the icon is closed.

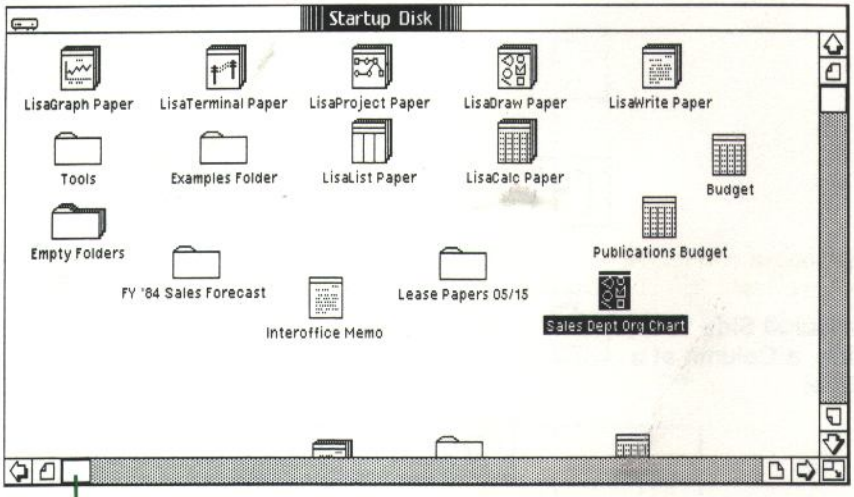
2 ▶ Open the **Desk** menu and choose the icon you want.

The window moves to the top of the desktop and becomes active. If the icon was not yet open, this process opens it into a window.

Note: After looking at the window, you can send it back to its previous location on the desktop by choosing its icon from the **Desk** menu again.

Window Views: Scrolling through Documents and Disks

A window is a view into an object, whether a folder, disk, or document. Often the window is not large enough to show an entire document or display everything that's on a disk or in a folder. When a window is active, it has a number of *view controls* you can use to scroll additional information into view.



Scroll arrows

View boxes

Scroll bars contain the controls that let you change the view.

Scroll arrows let you bring hidden information into view, either horizontally (line by line) or vertically (column by column).

View buttons let you scroll a windowful at a time.

Elevators indicate where the current view is in relation to the rest of the document, folder, or disk. For example, when an elevator is halfway down the scroll bar in a document, you know that the information now displayed in the window is near the middle of the document. The elevator also lets you scroll quickly through the contents of a document.

To Scroll Up and Down, a Line at a Time:

1▶ *Click* on the scroll arrow that points in the direction you want to see.

Another line of the document scrolls into view.

To Scroll Side to the Side, a Column at a Time:

1▶ *Click* on the scroll arrow that points in the direction you want to see.

Another column of the document scrolls into view.

To Scroll Continuously in Any Direction:

1▶ Move the pointer to the scroll arrow that points in the direction you want to see.

2▶ Press and hold down the mouse button.

More of the document scrolls into view from the direction of the arrow.

3▶ When the information you want to see appears on the screen, release the mouse button.

The document stops scrolling.

To Scroll a Windowful at a Time:

1 ▶ *Click* on the view button next to the scroll arrow that points in the direction you want to see:

To scroll from the top:

To scroll from the bottom:

To scroll from the left:

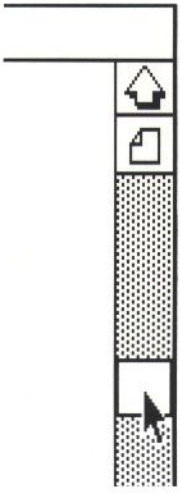
To scroll from the right:

To Move Directly to a Position in a Document, Folder, or Disk:

1 ▶ Move the pointer to the elevator.

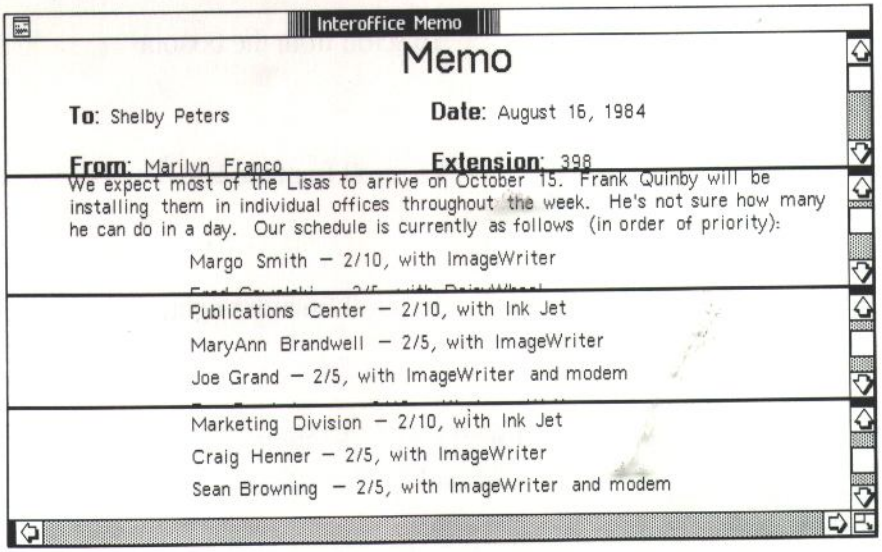
2 ▶ *Press and drag* to move the elevator.

Moving the elevator to the top of the scroll bar brings the top of a document into view; halfway down the scroll bar approximates the middle of a document. Horizontal elevators work similarly, from left to right.



Working with Two Parts of a Document at Once

With LisaWrite and LisaCalc, you can split a window into two or more parts, vertically and horizontally. Each new window segment has its own view controls so you can see and work with different parts of a document at the same time. The following illustration shows a LisaWrite document split into four parts.

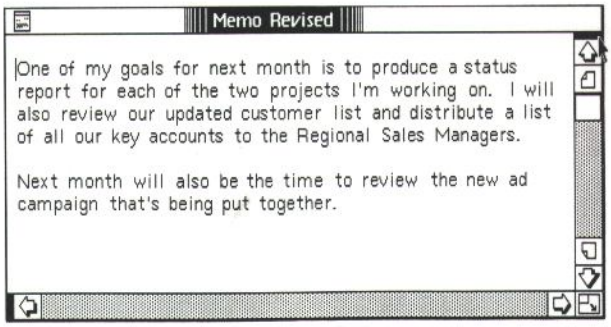

Interoffice Memo
Memo
To: Shelby Peters
Date: August 16, 1984
From: Marilyn Franco
Extension: 398
We expect most of the Lisas to arrive on October 15. Frank Quinby will be installing them in individual offices throughout the week. He's not sure how many he can do in a day. Our schedule is currently as follows (in order of priority):
Margo Smith – 2/10, with ImageWriter
Publications Center – 2/10, with Ink Jet
MaryAnn Brandwell – 2/5, with ImageWriter
Joe Grand – 2/5, with ImageWriter and modem
Marketing Division – 2/10, with Ink Jet
Craig Henner – 2/5, with ImageWriter
Sean Browning – 2/5, with ImageWriter and modem

The split control bars at the top of each vertical scroll bar and at the far left of each horizontal scroll bar are used to split LisaWrite and LisaCalc windows. The split controls are also used to close split views when you've finished.

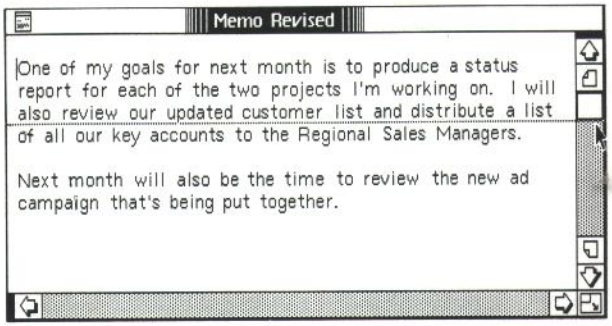
The basic steps for splitting document views are shown below. For more information on working with split views, see the *LisaWrite* and *LisaCalc* manuals.

To Split a Document into Two Parts:

1 ▶ Move the pointer to the split control bar.


Memo Revised
One of my goals for next month is to produce a status report for each of the two projects I'm working on. I will also review our updated customer list and distribute a list of all our key accounts to the Regional Sales Managers.
Next month will also be the time to review the new ad campaign that's being put together.

2 ▶ *Press and drag.* A shadow line appears, splitting the window.


Memo Revised
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of all our key accounts to the Regional Sales Managers.
Next month will also be the time to review the new ad campaign that's being put together.

3 ▶ When the window is split into the proportions you want, release the mouse button.

4 ▶ To bring the parts of the document you want into view, use the view controls for each window.

To Close a Split View:

1 ▶ Move the pointer to the split control bar at the top or far left of the view you want to close.

2 ▶ *Press and drag* to move the split control bar back to the top or left of the window.

Creating and Working with Documents

You'll do most of your work on the Lisa in specific documents as you use the different Lisa tools. Detailed instructions for how to use each Lisa tool are found in the individual tool manuals.

Some tasks you do in Lisa documents are the same no matter what tool you are using. Instructions for these tasks are discussed below as well as in the individual tool manuals. The following pages show you how to

- Open a new document.
- Get an existing document.

You may also want to refer to the information under these headings:

- Saving Documents.
- Protecting Documents and Folders with Passwords.
- Making Changes to Your Work in Lisa Documents.
- Printing Documents.

Opening a New Document

Whenever you start a new job on the Lisa — a report, a picture, a spreadsheet, or any other task — you begin by creating a new document from a pad of paper. To write a letter or report, you use the LisaWrite pad of paper; to start a new list, you use LisaList paper; to start a drawing, you use LisaDraw paper.

This procedure shows you how to create and open a new document from any type of Lisa paper.

To Open a New Document:

1▸ If you do not see the pad of paper you want to use, select the startup disk icon.

2▸ Open the **File/Print** menu and choose **Open** "Disk".

3▸ Find the pad of paper for the tool you want to use, move the pointer to it, and *click* once to *select* the icon.

4 ▸ Open the **File/Print** menu and choose **Tear Off Stationery**. A new document icon appears, just below and slightly to the right of the pad of paper.

A standard name is automatically given to the new document. For example, a new LisaWrite document may be named *LisaWrite 10/15/84*.

5 ▸ Type a new name for the document.

6 ▸ With the document icon selected, open the **File/Print** menu and choose **Open "Name of Document"**. The document opens into a window where you can begin your work. Refer to the Lisa tool manual (for example, *LisaCalc* or *LisaWrite*) if you need specific instructions about using the tool.

7 ▸ When you are ready to close the window and put the document away, see Saving and Putting Away Documents, below.

Working with Documents

The steps you follow while working in a document will vary, depending on the application you are using and what you want to do. Some steps are very important, however. As you work on a document, keep these things in mind:

- Format your document for the printer as soon as you know how you want it to be printed. Altering printer formats can change the way your document appears on the screen. For more information, see Printing Documents.
- Save your document frequently to avoid losing information in the event of a power failure. Open the **File/Print** menu and choose **Save & Continue**.

Getting an Existing Document

To Open an Existing Document:

When you want to work with a document that has already been created and in which information has already been entered, you begin by opening the document icon as you would any other icon.

1▶ If you do not see the document icon you want, open the disk or diskette icon in which the document is stored; then open the **File/Print** menu and choose **Open "Disk"** or **Open "Diskette"**.

2▶ If you have filed the document in a folder, *click* once on the folder's icon, open the **File/Print** menu, and choose **Open "Your Folder"**.

3▶ *Select* the document by clicking once on its icon.

4▶ Open the **File/Print** menu and choose **Open "Your Document"**.

Saving and Putting Away Documents

A conventional office uses filing cabinets to store documents. The documents you create on the Lisa are stored on disks. You can think of disks as the Lisa's filing cabinets.

You have no permanent record of your work until you save a copy on the disk. If the power to your Lisa is cut off suddenly (during a power failure, for example), you'll lose all work not saved on the disk. Therefore, you want to save a copy of your work from time to time, even before you've finished working on it.

There are two ways to save your work on the Lisa:

- While you are working on a document.
- When you have finished working on a document.

In addition, when you press the on-off button on the Lisa, all documents are saved in their current form, even when they are open on the desktop or have been set aside on the desktop.

Sometimes you may want to close a document and return it to its icon form without saving it. You can do this by setting it aside. Setting a document aside is a faster way of closing it than saving it and putting it away. However, when you set aside a Lisa document, its contents are placed in temporary storage; a permanent copy is not placed on the disk. Set aside a document when you know you will be opening it again soon; otherwise, save it and put it away.

Saving As You Work

As you work on a Lisa document, it is a good idea to save the current contents about every 15 minutes. This minimizes the amount of work you lose if the power fails. You can save the current version of your document and then continue working without closing your document.

To Save Your Document and Continue Working on It:

1 ▶ Open the **File/Print** menu and choose **Save & Continue**.

A copy of the document is saved on the disk. The hourglass appears, indicating that you should wait while the Lisa saves your document.

When the hourglass disappears, the current version of your document has been saved. The document window is still open, and you can continue working.

Saving a Document When You've Finished

When you've finished working on a document, you can save it and return it to its icon form on the desktop at the same time. If the document's icon is stored in a folder or disk, it will return to that position.

You can also close a document window by setting it aside, *without saving it*. Setting aside a document returns it to its icon much more quickly than saving it, but *the latest version of your work is not stored on the disk.* If you want to set aside a document on the desktop to make its icon easy to get to, choose **Save & Continue** from the **File/Print** menu before setting the document aside.

To Save and Put Away a Document:

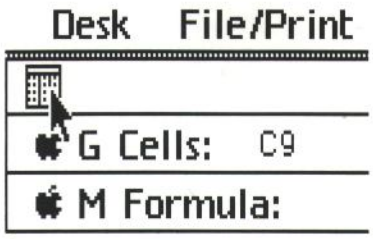
1 ▶ Open the **File/Print** menu and choose **Save & Put Away**.

A copy of the document is saved on the disk. The hourglass appears, indicating that you should wait while the document is saved. The open document reduces to an icon and returns to its storage location in the disk window.

Using a Shortcut

Note: This procedure works only if the document icon was opened from a file folder or disk. If the document had previously been set aside on the desktop, this procedure sets it aside on the desktop again, instead of saving it.

1▶ Move the pointer to the small icon in the title bar of the document's window.



2▶ *Double-click.*

To Set Aside a Document:

1▶ Open the **File/Print** menu and choose **Set Aside "Your Document"**.

The window closes and its icon is placed on the desktop.

To Save a Document Whose Icon Is Now on the Desktop:

1▶ Select the document icon that was set aside to the desktop.

2▶ Open the **File/Print** menu and choose **Save & Put Away**.

A message appears telling you that the Lisa is saving the document.

Note: A few tools, such as LisaCalc, may require that the icon be opened before it can be saved and put away. If a document requires this, a message appears telling you to open the document.

Reverting to the Previous Version of a Document

You can return any document to the state it was in the last time you saved it, erasing all changes made since you last chose **Save & Continue** or **Save & Put Away**.

Note: Printing a document or setting it aside does *not* save a document.

Before you follow this procedure, make sure you do not want to keep any of the revisions you have made since the document was last saved. *You cannot undo this procedure.*

To Revert to the Previous Version of a Document:

1▶ Make sure the document window is active.

2▶ Open the **File/Print** menu and choose **Revert to Previous Version**.

Caution: Once you choose **Revert to Previous Version**, you cannot go back to the revised (edited) version of your document — **Undo Last Change** cannot be used to cancel **Revert to Previous Version**.

To Keep Copies of Both the Edited Version and the Previous Version of a Document:

1▶ Open the **File/Print** menu and choose **Set Aside**.

2▶ Open the **File/Print** menu and choose **Duplicate**.

3▶ Move the duplicate to where you want to store it.

4▶ Rename the duplicate.

5▶ Open the original document.

6▶ Open the **File/Print** menu and choose **Revert to Previous Version**.

Protecting Documents and Folders with Passwords

You can assign a password to any document or folder you've created on the Lisa. This protects your work from being viewed or altered by anyone who does not know the password. After assigning a password, the document or folder cannot be opened, thrown away, moved, or duplicated.

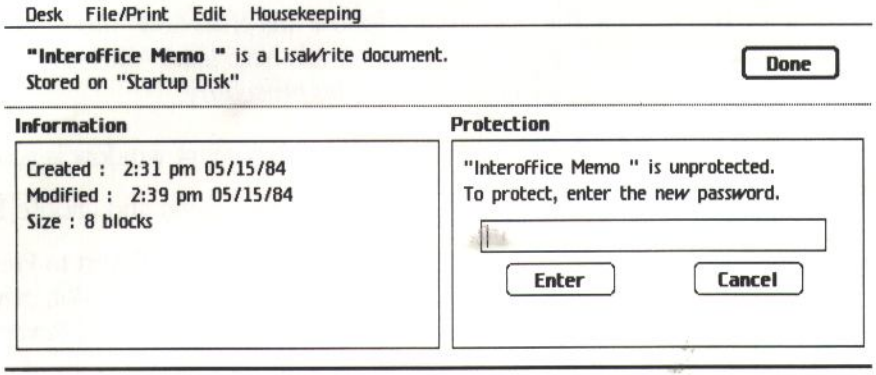
Warning Don't forget the password. There is no way to open a protected document without entering its password. The only way to rid the disk of a protected document without using its password is to erase the entire disk. Before erasing the disk, move everything except the protected document to another disk.

To Assign a Password:

1▶ Select the document or folder icon you want to protect; be sure you select the right one.

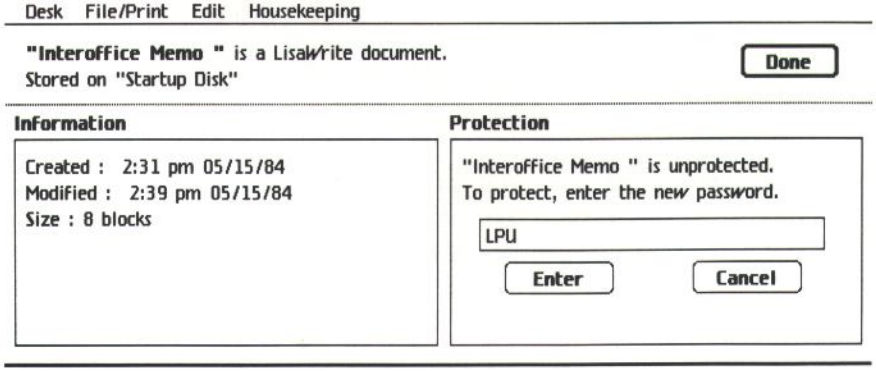
▶▶▶

2 ▶ Open the **File/Print** menu and choose **Attributes of "Icon Name"**. (The **Attributes** menu item is available only when documents are in icon form, not when they are in window form.) The desktop displays the document's attributes like this:



3 ▶ Type the password you want.

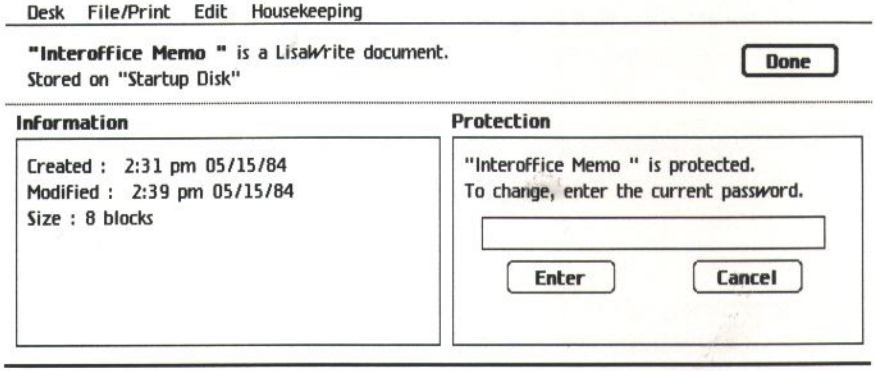
The characters appear at the blinking insertion point in the box.



4 ▶ Check the password to be sure you typed it correctly. If you proceed with step 5 without remembering your password *exactly,* you will not be able to open the document or folder again.

5▶ Click Enter or press Return or Enter.

The password you just entered disappears from the box. The message above the box changes to say that your document is protected. From now on, you must enter the original password if you want to change the password.



6▶ Click Done.

The dialog box disappears from the desktop.

To Open a Protected Document or Folder:

1▶ Select the icon, open the **File/Print** menu and choose **Open "Icon Name"**.

Or

Double-click on the icon.

2▶ A dialog box appears. Type the password for the document or folder.

3▶ Click Enter.

The document opens.

Making Changes to Your Work in Lisa Documents

As you work on different types of Lisa documents, you will often want to make changes, both as you develop the initial document and later, to revise and update it. The basic steps for making changes inside a document are very similar to the ways you make changes to icons on the desktop:

- First, you select what you want to change.
- Then you change it.

The action that initiates the change is often a menu item, and sometimes an action with the mouse, such as pressing and dragging to move an object in a LisaDraw document.

Many of the detailed ways you can make changes to documents are specific to each individual application and are covered in the manuals for each application. You will also find, however, that some of the broad ways you want to work with documents are exactly the same. Procedures for these broad tasks are discussed below, as well as in the individual tool manuals.

The remainder of this chapter gives instructions that will help you

- Select and edit text.
- Move information within a document.
- Copy information within a document.
- Move information between documents.
- Change your mind after making editing changes and return to the previous form of a document.

Working with Text

Text is made up of all letters, numbers, punctuation, and symbols you type on the Lisa keyboard. The ability to enter and manipulate text is critical to most of the applications, and useful in all. For instance, the values you enter in LisaCalc and LisaGraph documents are initially typed as text. The body of all LisaWrite and LisaTerminal documents is text. Even in LisaDraw, where the main emphasis is on drawing, you may want to label objects or add titles to the drawing — with text.

The basic steps for selecting and editing (revising) text are very similar throughout the Lisa applications. Once you understand these basics, you'll be able to work with text in each of the applications.

Important: The instructions for working with text in this chapter provide enough information for you to do basic text selections and editing (revising) in the different Lisa applications. However, each application has its own shortcuts, alternatives, and detailed ways of performing specific tasks. When you need more detailed information, see the individual application manuals for each Lisa tool.

Guidelines for Working with Text

Before you begin working with text, it will be helpful for you to understand the basic concepts that follow.

The Insertion Point

When you insert and change text, and when you make certain types of selections, you use a special pointer called the *text pointer,* and a special marker called the *insertion point*. The insertion point is a blinking vertical line that marks your position in text and shows where the the next character you type will appear.

Getting Ready to Work with Text

Before proceeding with the following instructions for selecting and editing text, note the following important exceptions.

The first step when working with text is usually to move the pointer to the text you want to select or edit (revise). Sometimes, however, another step precedes this:

- In LisaCalc, LisaList, and the table portion of LisaGraph, you must first select the cell (called a *field* in LisaList) you want to work with. Move the pointer to the cell and click. The entire cell highlights. Then proceed with the instructions below for selecting and editing.
- In LisaDraw, you must first activate the text symbol in the palette. Move the pointer to the text symbol and click. Then proceed with the instructions below for selecting and editing.

Selecting Text

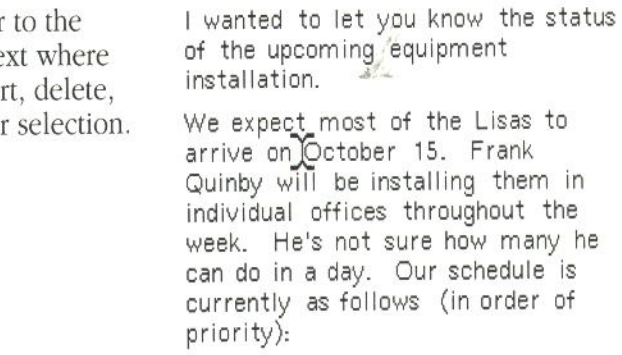
As you work on the Lisa, you'll find that you want to select different amounts of text at different times. The most common types of text selections are

- A position within text, where you may insert new text, Backspace over text, or begin a longer selection.
- A word.
- A variable number of characters, from a few characters to a phrase.
- Some special groups of characters, such as a paragraph in LisaWrite and a line of text in LisaDraw.

In most of the Lisa tools you also can extend a selection without cancelling the selection you've already made. You can extend the selection to include text that comes *before* or *after* the text first selected. This is true in all Lisa applications except LisaList. You may not extend selections in LisaList.

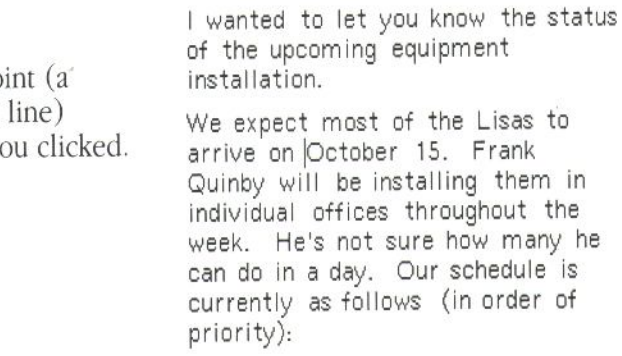
To Select a Position within Text:

1 ▶ Move the pointer to the position in the text where you want to insert, delete, or begin a longer selection.


I wanted to let you know the status of the upcoming equipment installation.
We expect most of the Lisas to arrive on October 15. Frank Quinby will be installing them in individual offices throughout the week. He's not sure how many he can do in a day. Our schedule is currently as follows (in order of priority):

2 ▶ Click once.

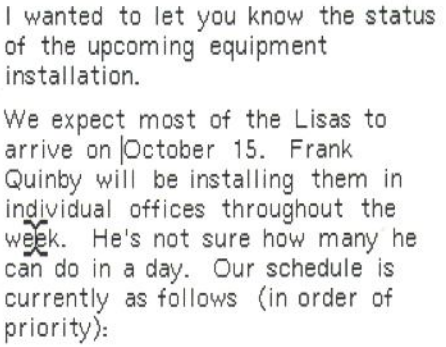
The insertion point (a blinking vertical line) appears where you clicked.


I wanted to let you know the status of the upcoming equipment installation.
We expect most of the Lisas to arrive on October 15. Frank Quinby will be installing them in individual offices throughout the week. He's not sure how many he can do in a day. Our schedule is currently as follows (in order of priority):

This procedure is called *setting an insertion point.*

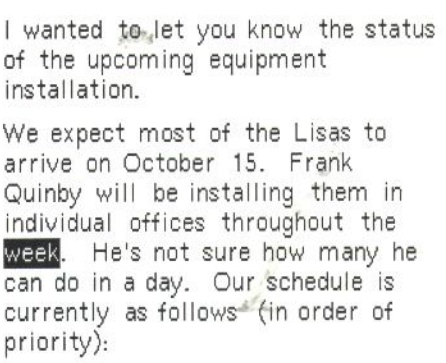
To Select a Word:

1 ▶ Move the text pointer to the word you want to select.


I wanted to let you know the status of the upcoming equipment installation.
We expect most of the Lisas to arrive on October 15. Frank Quinby will be installing them in individual offices throughout the week. He's not sure how many he can do in a day. Our schedule is currently as follows (in order of priority):

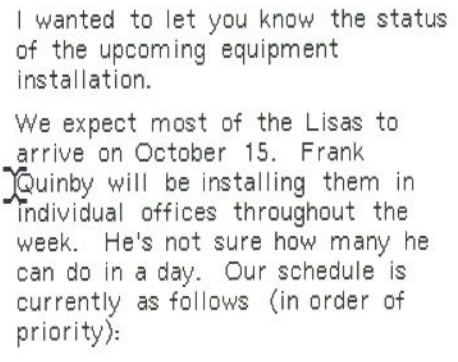
2 ▶ Double-click.

The word is selected.

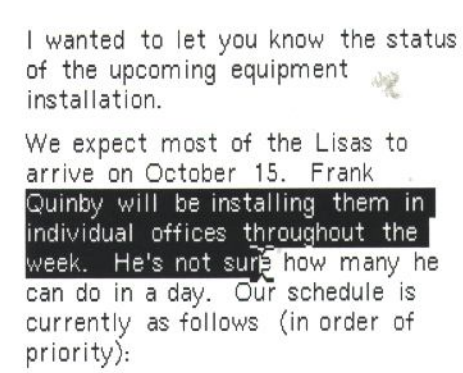

I wanted to let you know the status of the upcoming equipment installation.
We expect most of the Lisas to arrive on October 15. Frank Quinby will be installing them in individual offices throughout the week. He's not sure how many he can do in a day. Our schedule is currently as follows (in order of priority):

To Select Variable Amounts of Text:

1 ▶ Move the text pointer to the beginning or end of what you want to select.


I wanted to let you know the status of the upcoming equipment installation.
We expect most of the Lisas to arrive on October 15. Frank Quinby will be installing them in individual offices throughout the week. He's not sure how many he can do in a day. Our schedule is currently as follows (in order of priority):

2 ▶ Press and drag through what you want to select.


I wanted to let you know the status of the upcoming equipment installation.
We expect most of the Lisas to arrive on October 15. Frank Quinby will be installing them in individual offices throughout the week. He's not sure how many he can do in a day. Our schedule is currently as follows (in order of priority):

Before releasing the mouse button, make sure what's highlighted is what you want selected. If not, continue to press and drag to select additional text, or press and drag over what's already highlighted to cancel the selection.

Or

1 ▶ Set the insertion point before the first character you want to select.

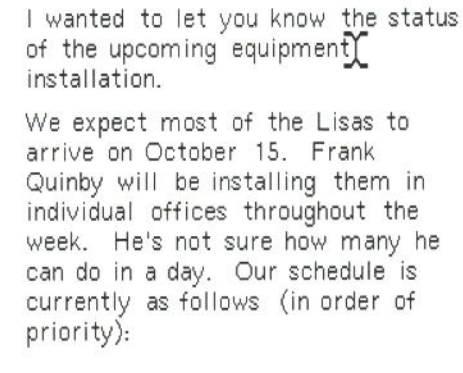
2 ▶ Move the pointer to the right of the last character you want to select.

3 ▶ Press and hold down the Shift key and click.

To Select Special Groups of Characters:

Note: This procedure is for selecting paragraphs in LisaWrite and LisaTerminal, a line of text in LisaDraw, or one line of an annotation in LisaGraph.

1 ▶ Move the text pointer to the text you want to select.


I wanted to let you know the status of the upcoming equipment installation.
We expect most of the Lisas to arrive on October 15. Frank Quinby will be installing them in individual offices throughout the week. He's not sure how many he can do in a day. Our schedule is currently as follows (in order of priority):

2 ▶ Triple-click.

I wanted to let you know the status of the upcoming equipment installation.

We expect most of the Lisas to arrive on October 15. Frank Quinby will be installing them in individual offices throughout the week. He's not sure how many he can do in a day. Our schedule is currently as follows (in order of priority):

To Extend a Selection:

Remember: *You cannot extend a selection in LisaList.*

1 ▶ Leave the current selection as it is: *Do not* deselect it.

2 ▶ Move the text pointer to the position in the text where you want the new selection to end (or begin, if you are extending the selection to include text that comes before the current selection).

One of my goals for next month is to produce a status report for each of the two projects I'm working on. I will also review our updated customer list and distribute a list of all our key accounts to the Regional Sales Managers.

3 ▶ Press and hold down the Shift key and click once. The original selection extends to include all text to the position of the pointer.

One of my goals for next month is to produce a status report for each of the two projects I'm working on. I will also review our updated customer list and distribute a list of all our key accounts to the Regional Sales Managers.

If the original selection was a word selected by a double-click, the extended selection includes the entire word marked by the text pointer.

Editing Text

Text can be changed in four ways that are common to all Lisa applications. You can

- Insert new text into existing text.
- Delete text.
- Replace existing text.
- Change the type style and size of text.

You also can change the margins, alignment, and format of entries in some applications. For more information, see the individual application manuals.

Inserting New Text into Existing Text

When you want to type new text into existing text, use the procedure that follows. You can insert one or more characters, and sometimes much more. For instance, in LisaWrite, you can insert a paragraph or more in the middle of existing text.

You also can insert text from the Clipboard by pasting it into existing text. For more information, see Moving Information within a Document, and Copying Information within a Document, below.

To Insert New Text into Existing Text:

1 ▶ Set an insertion point where you want to add the new text.

2 ▶ Type the new text. If you make a mistake, press the Backspace key to erase the last character and continue typing.

Some Lisa applications have limits on the amount of text you may enter. For more information, see the individual application manuals.

Deleting (Cutting) Text

There are three main ways to delete text in the Lisa applications. You can

- Cut.
- Clear.
- Use the Backspace key.

When you **Cut** any amount of text from a document, it is temporarily placed on the Clipboard. Text on the Clipboard can be pasted back into a document if you change your mind about deleting it, or if you want to place it somewhere else in a document.

The Clipboard contains whatever information was last cut or copied from a document. When you cut or copy another selection to the Clipboard, the new material replaces the existing contents of the Clipboard.

When you **Clear** text from a document, the text is removed without disturbing the current contents of the Clipboard. Consequently, you may retrieve cleared text *only* if you immediately choose **Undo Last Change** from the **Edit** menu. Use **Clear** to delete text only when you are sure you don't want to paste it back into a document.

Note: LisaWrite does not have the ability to clear information. When you want to delete information without disturbing the contents of the Clipboard in LisaWrite, use the Backspace key.

When you press the Backspace key, the character to the left of the insertion point is erased, or the current selection is erased. For example, if a word is selected, pressing the Backspace key deletes the word. If you delete text by backspacing, you may only retrieve the text by immediately choosing **Undo Last Change** from the **Edit** menu. Use of the Backspace key does not disturb the current contents of the Clipboard.

To Delete (Cut) Text:

1► Select the text you want to delete (cut). For help selecting, see Selecting Text.

2► Open the **Edit** menu and choose **Cut**.

The selected text is removed from the document and placed on the Clipboard.

To Clear Text:

1► Select the text you want to delete. For help selecting, see Selecting Text.

2► Open the **Edit** menu and choose **Clear**.

The selected text is removed from the document.

To Erase Text with the Backspace Key:

1► Set an insertion point to the right of the character(s) you want to erase.

2► Press the Backspace key once for each character you want to erase.

Note: If you have text selected, whether it is one character, a word, a phrase, or more, pressing Backspace will delete the entire selection.

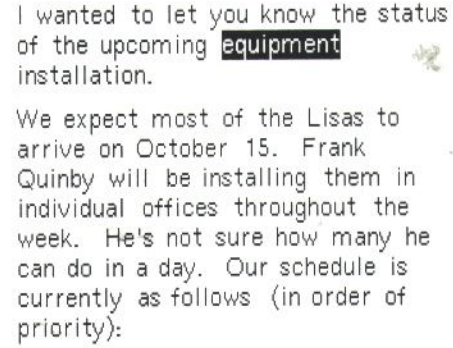
Replacing Text

You can replace existing text with new text you type and with text that is on the Clipboard. Text is placed on the Clipboard by cutting or copying text from a document. For more information on placing text on the Clipboard, see Moving Information within a Document, and Copying Information within a Document.

If you want to see the contents of the Clipboard, you can open it by double-clicking on the Clipboard icon.

To Replace Text:

1 ▶ Select the text you want to replace.


I wanted to let you know the status of the upcoming equipment installation.
We expect most of the Lisas to arrive on October 15. Frank Quinby will be installing them in individual offices throughout the week. He's not sure how many he can do in a day. Our schedule is currently as follows (in order of priority):

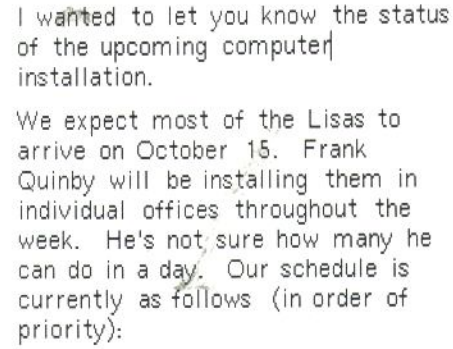
2 ▶ Type the new text.

The selected text disappears from the document and is replaced with the new text.

Or

1 ▶ Open the **Edit** menu and choose **Paste**.

The selected text disappears from the document and is replaced by the text that is on the Clipboard.


I wanted to let you know the status of the upcoming computer installation.
We expect most of the Lisas to arrive on October 15. Frank Quinby will be installing them in individual offices throughout the week. He's not sure how many he can do in a day. Our schedule is currently as follows (in order of priority):

Choosing Menu Items from the Keyboard — a Shortcut

As you open various menus, you'll see an Apple symbol followed by a letter at the right of some menu items. This means you can use the keyboard to carry out the action described in the menu item with the help of the Apple key.

▶▶▶

Following is a list of the Apple keys you can use with the desktop menus. For listings of the Apple keys that work with the menus for each Lisa tool, see Chapter 3 in each Lisa tool manual.

Menu Item	Letter
Duplicate	D
Cut	X
Copy	C
Paste	V
Select All Icons	A

To Use the Keyboard to Choose a Menu Item:

1 ▶ Select the icon or information you want to change.

2 ▶ Press and hold down the Apple key while you type the letter of the command.

Changing the Type Style and Size of Text

Each Lisa application has a **Type Style** menu that lists the ways you can change the appearance of text. The menus vary somewhat from one application to another, but the basics remain the same: You can change the way text looks by changing its style, face, and size.

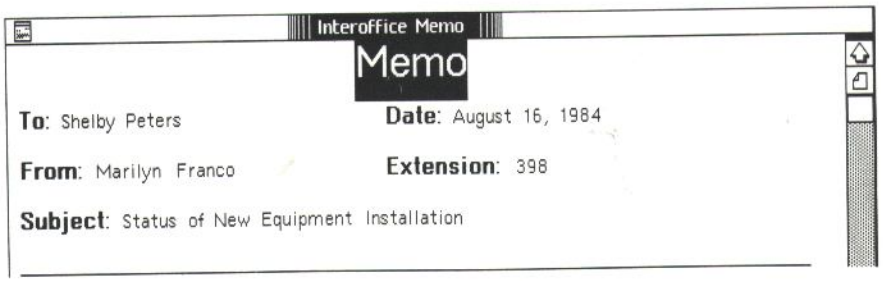
Type style customizes text by allowing you to change the style to boldface or italic. You can combine styles. For example, in LisaWrite you can create text that is bold, italicized, and underlined. To remove special effects such as bold and italic, choose **Plain Text**.

Type face can be either Modern or Classic.

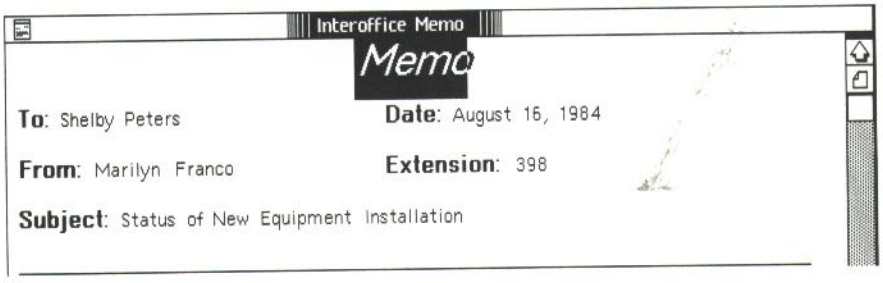
Type size can be a variety of heights and widths. The height of characters is measured in *points* — the larger the number, the taller the character. The width of characters is measured by *pitch,* or characters per inch — the larger the number, the narrower the character, except when you are using proportional spacing. Proportional-spaced characters are not measured by pitch.

To Change the Type Style and Size of Text:

1▶ Select the text for which you want to change the type style and/or size.



2▶ Open the **Type Style** menu and choose the options you want to use.



Moving Information within a Document

You can move information within a document by cutting it from one location and pasting it in another.

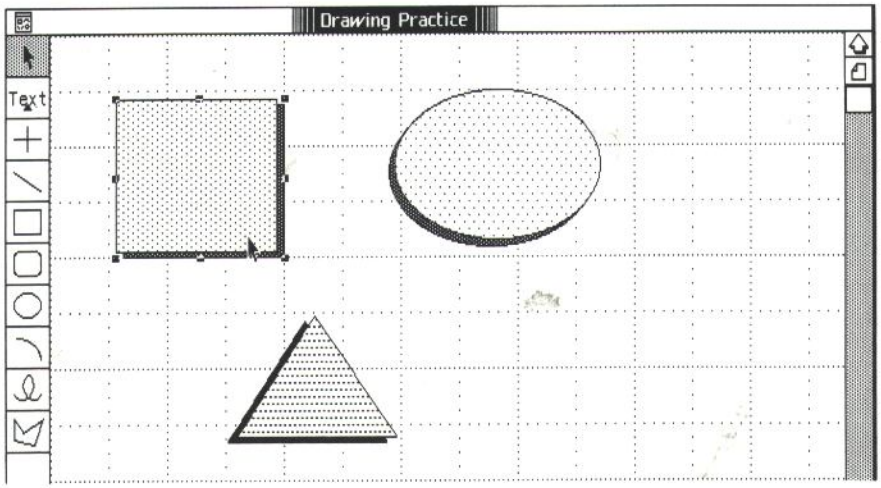
When you **Cut** information from a document it is placed on the Clipboard and remains there until you **Cut** or **Copy** something else. You can use **Paste** to move the information to another location at any time before using **Cut** or **Copy** again, and before turning off the Lisa. Pasting places a copy of what is on the Clipboard in your document and leaves a copy on the Clipboard. This means you can place copies of the information in more than one location in the document.

When you are working with LisaWrite or LisaCalc, you can view two or more parts of the document at the same time by splitting the document window. This allows you to see the locations you are moving information to and from at the same time. For more information, see Working with Two Parts of a Document at Once, under Working with Windows.

If you want to move information to another document, see Moving and Copying between Documents.

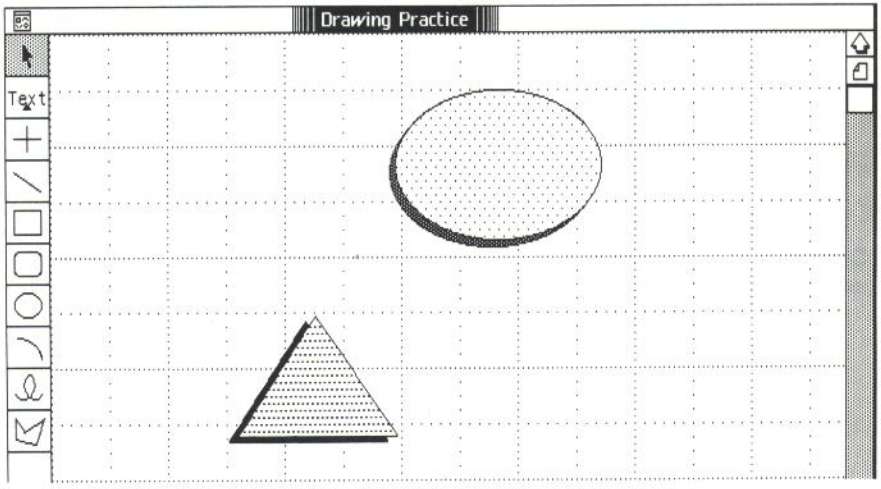
To Move Information within a Document:

1 ▶ Select the information to be moved. If you need help selecting, see Chapter 2 in the appropriate application manual.



2 Open the **Edit** menu and choose **Cut**.

The information is removed from the document and placed on the Clipboard.

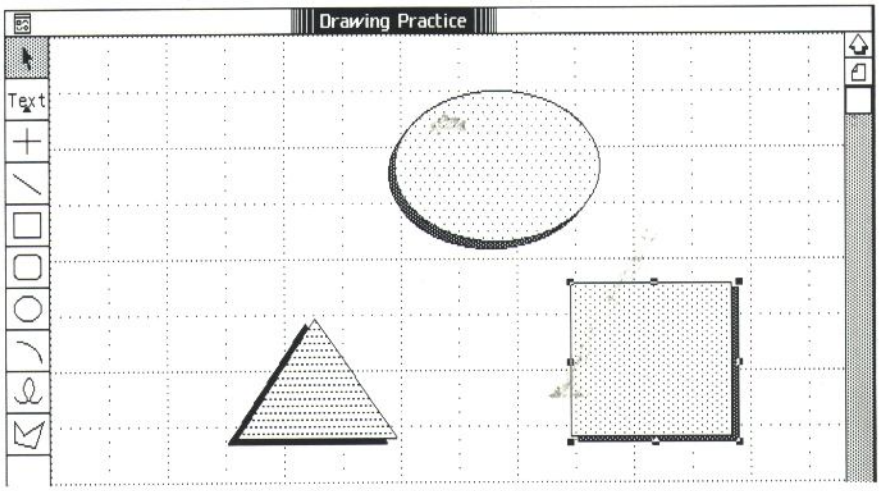


▶▶▶

3► Select the position in the document where you want to place the information.

Note: If you select information in the document instead of an insertion point location, you will *replace* the selected information with the contents of the Clipboard.

4► Open the **Edit** menu and choose **Paste**.



A copy of the information you cut in step 2 appears in the new location.

Remember: The information on the Clipboard is available to paste until you cut or copy something else. This allows you to easily paste the information in as many places as you want.

Copying Information within a Document

You can copy information from one place in a document and paste it in another.

When you **Copy** information from a document, the information is placed on the Clipboard and remains there until you **Cut** or **Copy** something else. You can use **Paste** to copy the information to another location at any time before using **Cut** or **Copy** again, and before turning off the Lisa. Pasting places a copy of what is on the Clipboard in your document and leaves a copy on the Clipboard. This means you can place as many copies of the information as you want in the document.

When you are working with LisaWrite or LisaCalc, you can view two or more parts of the document at the same time by splitting the document window. This allows you to see the locations that you are copying information to and from at the same time. For more information, see Working with Two Parts of a Document at Once, under Working with Windows.

If you want to copy information to another document, see Moving and Copying between Documents.

To Copy Information within a Document:

1 ▸ Select the information to be copied. If you need help selecting, see Chapter 2 in the appropriate application manual.

2 ▸ Open the **Edit** menu and choose **Copy**.

A copy of the selected information is placed on the Clipboard.

3 ▸ Select the position in the document where you want to place the copy.

Note: If you select information in the document instead of an insertion point location, you will *replace* the selected information with the contents of the Clipboard.

4 ▸ Open the **Edit** menu and choose **Paste**.

A copy of the information you placed on the Clipboard appears in the new location.

Remember: The information copied to the Clipboard is available until you cut or copy something else to the Clipboard. This allows you to easily paste copied information in as many places as you want.

Moving and Copying between Documents

You can move and copy information between Lisa documents — even when they have been created with different Lisa tools. The steps you follow to copy or move information from one document to another are nearly the same as those you use to copy or move information within a document.

Any information copied to the Clipboard remains there until something else is cut or copied onto the Clipboard. This allows you to paste information copied from a document even though it has been set aside or saved and put away — or even discarded into the Wastebasket.

If the two documents have been created by the same Lisa tool, then information that can be copied or moved within one document can be copied or moved from one document to the other.

Copying between Documents Created with Different Tools

Information can be copied between documents created with different Lisa applications. Generally speaking, if what is being pasted, and where it is being pasted, make sense to the receiving document, then the copying can be done.

Copying Text between Different Tools

Any text selection up to the following amount can be copied from one Lisa tool to any other tool:

- One paragraph from LisaWrite.
- One cell or one graph annotation from LisaGraph.
- One cell from LisaCalc.
- One field from LisaList.
- One annotation from LisaProject.
- One line from LisaTerminal.
- One line from LisaDraw.

Copying Tables between Different Tools

A table selection up to the following amount can be copied from one Lisa tool to other tools, as follows:

- Any range of cells can be copied to and from LisaList, LisaCalc, and the table portion of LisaGraph.
- Any range of cells can be copied from LisaList, LisaCalc, or LisaGraph into a LisaWrite or LisaTerminal document.
- Tabular information (that is, a table organized in columns *separated by tab stops*) can be copied from LisaWrite or LisaTerminal into LisaList, LisaCalc, or the table portion of LisaGraph.

Copying Graphics between Different Tools

A graphic selection up to the following amount can be copied from one Lisa application to other applications, as follows:

- Any part of a LisaDraw document, an entire chart from LisaProject, or an entire graph from LisaGraph can be copied into a LisaWrite document.
- An entire chart from LisaProject, and an entire graph from LisaGraph, can be copied into a LisaDraw document.

The steps in the following procedure work in all applications. If you need more specific help, such as how to select the information you want to use in a particular document, refer to the individual tool manuals. Each tool manual contains sections on how to move and copy information between documents and between applications.

To Copy (or Move) Information between Two Documents:

1 ▶ *Select* the information to be copied.

2 ▶ Open the **Edit** menu and choose **Copy** (or **Cut**).

A copy of the selected information is placed on the Clipboard.

3 ▶ *Activate* the document in which you want to place the information.

There are several ways to do this; you can

- Choose the document from the **Desk** menu.
- *Click* on the inactive window of the document.
- *Double-click* on the document icon.

4 ▶ If you want to view both documents at the same time, shrink and move the second document until you can see the original as well.

5 ▶ If you need to, scroll the document to bring the location you want into view.

6 ▶ Select the position in the document where you want to place the copied information.

Note: If you select information in the document instead of an insertion point location, you will *replace* the selected information with the contents of the Clipboard.

7 ▶ Open the **Edit** menu and choose **Paste**.

A copy of the information you placed on the Clipboard appears in the new location.

The information copied to the Clipboard is available until you cut or copy something else to the Clipboard. This allows you to paste information copied from a document even though it has been set aside or saved and put away — or even discarded into the Wastebasket.

Note: When you are moving or copying information from one type of document to another, the new document may have different formatting conventions. You may need to alter the formats after pasting. Refer to the application manuals for specific instructions.

Changing Changes

There will be times when you make a change by mistake or change your mind after altering a document. The Lisa provides several safety procedures that allow you to recover from unwanted changes.

- You can *undo* most changes you make in a document, immediately after making the change.
- You can restore the previous contents of an entry in LisaCalc, LisaGraph, and LisaList.
- You can return the document to the state it was in the last time you saved it.

Undoing the last change and restoring the previous entry are discussed below. For information on undoing all changes made to a document since the last time you saved it, see Reverting to the Previous Version of a Document.

Undoing the Last Change

You can *undo* almost every change you make in a document, as long as you do so before making another change. Some actions can't be undone — for example, you can't undo menu items that show and hide rulers in LisaWrite. When the Lisa can't undo something, a Stop message will tell you what can't be undone.

To Undo the Last Change:

1▶ Open the **Edit** menu and choose **Undo Last Change**.

Restoring the Previous Entry

In LisaCalc, LisaList, and LisaGraph, you can restore an entry to its previous contents. *Previous contents* means the state of the entry when you selected it. Even if you've made half a dozen changes to an entry, you can restore the previous contents until you select another entry or another part of the document. Once you move on and work with another part of the document, you may not change the last entry you worked with.

To Restore the Previous Entry:

1▶ Open the **Edit** menu and choose **Restore Previous Entry**.

Printing Documents

Before you can print a document, your printer must be set up properly. If you are using an Apple Imagewriter or Apple Daisy Wheel printer, see Appendix A, Setup Procedures, in the *Lisa 2 Owner's Guide*. If you are using another kind of printer, see the manual that comes with that printer.

In addition to physically attaching your printer and setting it up, you must connect it to the Lisa Office System software by means of the Preferences window. For more information on connecting your printer in Preferences, see Chapter 6, Setting Up Your System.

Two basic steps are involved in printing a document the first time:

- Formatting the document for the printer.
- Printing the document.

Once your document has been formatted for a printer, you don't have to format it again unless you want to print it on a different printer. The printing format you specify is saved with the document.

Formatting a Document for the Printer

You format a document for the printer by filling in the Format for Printer dialog box. The dialog box varies, depending on what printer software you have connected in Preferences. Basically, the formats you will be setting are

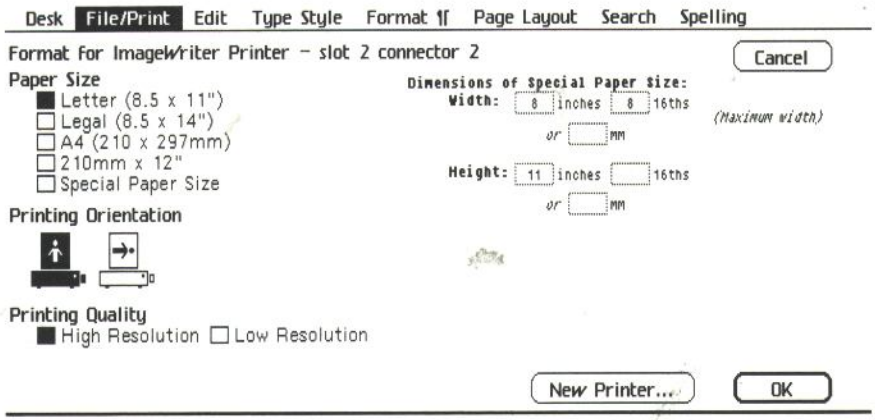
- The type of printer to be used to print the document.
- The size of the paper.
- The orientation in which your document will print (upright or sideways).
- The printing quality (for dot matrix printers like the Imagewriter).
- The print wheel you want to use (for daisy wheel printers).

You do not have to have a printer connected to your Lisa to format a document for that printer. By taking your document on a micro diskette to another Lisa where the appropriate printer is attached and connected in Preferences, you can print the document exactly as it is formatted.

The rest of this section gives you information about formatting options for the Apple Imagewriter and Apple Daisy Wheel printers. If you are using another printer, refer to the manual that comes with that printer.

Imagewriter Printer Settings

Here are the printer format options for the Imagewriter printer as they appear in the Format for Printer dialog box:



Paper Size There are four different paper sizes; two are shown in metric lengths, the other two in inches. In each case, the first number shown is the width of the paper.

In some tools, you can set the paper size yourself. In this case, you can set the paper size for either the width or the height in millimeters, inches, or sixteenths of an inch.

Printing Orientation This allows for upright (portrait) or sideways (landscape, or horizontal) printing. The icon on the left is for upright printing, and the icon on the right is for sideways printing.

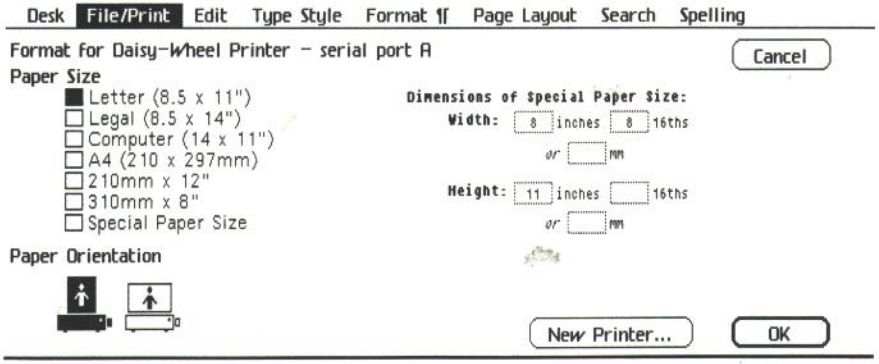
Printing Quality This controls the resolution of the printing. Low resolution prints a coarser image but takes less time than high resolution.

Since the type size is affected by whether you choose low or high resolution, format your document for the printer soon after creating it. This ensures that you see your document on the screen exactly as it will print.

If you use low resolution with the sideways (landscape) orientation, the type size of the printed document is smaller than the type size displayed on the screen. Low resolution with the sideways orientation should be used only for quick drafts.

Daisy Wheel Printer Settings

Here are the printer format options for the daisy wheel printer as they appear in the Format for Printer dialog box:



Paper Size You have six choices for paper size; three are shown in metric lengths, the other three in inches. In each case, the first number shown is the smaller dimension of the paper.

In some tools, you can set the paper size yourself. In this case, you can set the paper size for either the width or the height in millimeters, inches, or sixteenths of an inch.

Paper Orientation This specifies which way the paper is inserted in your printer. The icon on the left means that the paper is taller than it is wide. The icon on the right means that the paper is wider than it is tall.

To Format a Document for the Printer:

1 ▶ Make sure the document is open and active.

2 ▶ Open the **File/Print** menu and choose **Format for Printer**.

The Format for Printer dialog box appears.

3 ▶ If you want to change the printer for which the document is formatted, click New Printer. You then see a list of available printers.

If the printer you want is not on the list, the software for it has not been connected in Preferences. See Chapter 6, Installing Device Software.

▶▶▶

4▶ For a dot matrix printer, choose the paper size, printing orientation, and print quality.

5▶ For a daisy wheel printer, choose the paper size and orientation.

If the Lisa tool you're using allows you to customize the paper size and you want to use this feature, click in the appropriate box for inches, sixteenths of an inch, or millimeters. Then type the size accordingly. You'll need to do this for both height and width.

6▶ Click OK.

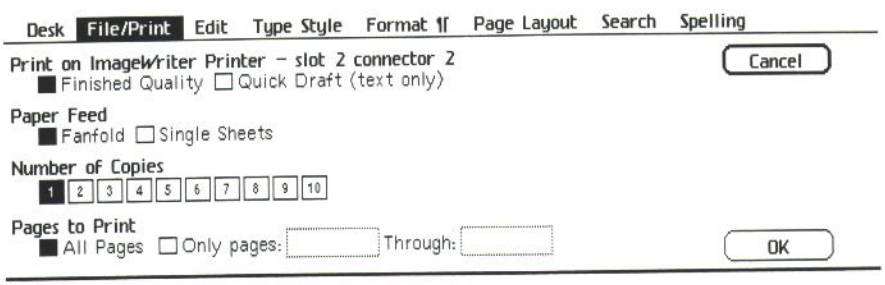
The dialog box disappears from the screen.

Printing Hints

- Format each document for the printer when you first create the document. Some formats can change where page breaks occur and can affect how your document looks, both in the printed copy and on the screen. The Lisa displays documents so that what you see on the screen is the same as what you see when the document is printed.
- Create stationery pads with the printer formats you use most often. When you want to create a document with a particular printer format, simply tear off a sheet from the appropriate stationery pad.
- If you intend to print your document on a daisy wheel printer, you should also be sure to check the print wheel you will be using soon after you create your document. You can specify the print wheel in the Print dialog box.

Printing

When you're ready to print a document, you can make some final choices about how the document should print by filling in the Print dialog box.



Finished Quality This prints your document exactly as it is displayed on the screen, including special type styles.

Quick Draft This prints your document faster than Finished Quality, but does not use special type styles. On the Imagewriter printer, a built-in type style is used. To a limited extent, the size of the type style is adjusted to match the type styles in your document, but the difference is not as noticeable as it would be with Finished Quality. On the daisy wheel printer, whatever print wheel is in the printer is used, even if you have specified a different one in your document. The spacing between characters of text may not be accurate.

Paper Feed

On a dot matrix printer, you can choose either Fanfold (continuous paper) or Single Sheet. On a daisy wheel printer, there are two choices for Single Sheet: Hand Feed and Automatic Feeder.

Print Wheel

This choice is supplied for a daisy wheel printer only. It tells your application the kind of print wheel you want to use to print the document. The print wheel you choose limits the type styles you can show in your document. You can still choose any type style for text, but the text may not be displayed in that type style until you change the print wheel specified by Format for Printer.

Pages to Print

All Pages This prints the entire document.

Only Pages . . . Through . . . This prints only the pages you specify. For example, *3 through 6* prints pages 3 through 6 inclusive; *8 through 8* prints only page 8.

To print from the beginning of a document through a particular page number, enter the page number after Through and leave the first box blank. To print from a particular page number to the end of the document, enter the page number before Through and leave the second box blank. For example, if you leave the first number blank and enter 12 as the second number, pages 1 through 12 are printed. In a 30-page document, if you enter 15 as the first number and leave the second number blank, pages 15 through 30 are printed.

Number of Copies

You can print from 1 to 10 copies of a document by clicking the box that contains the number of copies you want.

To Print a Document:

1 ▶ Open the document you want to print, making sure the window remains active.

2 ▶ Open the **File/Print** menu and choose **Print**. The **Print** dialog box appears. (See also A Shortcut, below.)

3 ▶ Check that the print options are set the way you want them.

4 ▶ Click OK. The printer begins printing your document.

You can work on something else while your document is printing.

A Shortcut

To save time, you can skip going through the Print dialog box if you know the print options are already set the way you want.

1 ▶ Make sure your document is open and its window remains active.

2 ▶ Open the **File/Print** menu and choose **Print As Is**. The printer begins printing your document.

To Stop Printing:

1 ▶ Open the **File/Print** menu and choose **Monitor the Printer**.

2 ▶ Click Cancel All Printing in the dialog box that appears.

Printing What's on the Desktop

You can print a copy of your desktop (everything that shows on the Lisa screen) if you have an Apple Imagewriter or Apple parallel dot matrix printer.

To Print What's on the Desktop:

1 ▶ Arrange the desktop exactly as you would like it printed.

2 ▶ Make sure your printer is turned on.

3 ▶ Press and hold down the right-hand Shift and Option keys and type a *4* on the numeric key pad (not the 4 on the main keyboard).

4 ▸ Release the keys. The printer will take a few minutes to print the entire screen. Be careful not to move the pointer out of position while the screen is being printed.

To print open menus: Open the menu and keep it open by continuing to hold down the mouse button. Continue with steps 3 and 4 above. You can release the mouse button after you release the other keys.

Fixing Common Problems

The information on the following pages describes some common desktop problems and solutions. If you think your Lisa is not working as it should, refer to Chapter 8, *Troubleshooting,* in the *Lisa 2 Owner's Guide*.

Can't Find an Icon

Problem

The icon you need is not visible.

Possible Solutions

One icon may be under another.

- Activate the desktop by clicking on it, open the **Housekeeping** menu, and choose **Straighten Up Icons**.
- Open the **Desk** menu. If the icon's name is listed as a menu item, choose it. The icon will open and become the active window on the desktop.
- If you prefer not to open the icon, or if the icon you're looking for is not listed in the **Desk** menu, look underneath windows by moving or resizing them. (The **Desk** menu lists only 22 items, and shows the names of open windows before showing icons.)
- Open the **File/Print** menu and choose **Set Aside Everything**. All windows will be reduced to their icon forms, uncovering other icons.

The icon may be in a closed folder or disk.

- Open each folder and disk icon.

You may have accidentally moved the icon into the Wastebasket.

- Open the Wastebasket.

One icon may be under another.

- Activate the desktop by clicking on it, open the **Housekeeping** menu, and choose **Straighten Up Icons**.

If you can't find a document icon, make sure the document is on the disk by checking the alphabetical or chronological directory: Activate the disk window by clicking in it, open the **Housekeeping** menu, and choose **Alphabetical** or **Chronological**. This will give you a listing of all your documents.

If you can't find the Clock or Calculator icon, look in the Tools folder. You'll find the Tools folder in the window of your startup disk.

Threw Something Away by Mistake

Problem

You accidentally moved an icon to the Wastebasket.

Solution

Open the Wastebasket. Press and drag the icon out of the Wastebasket window to the desktop.

Can't Find a Document, Folder, or Disk Window

Problem

You can't find a disk or document window you know is open.

Solution

Another window may be covering the one you want. Open the **Desk** menu and select the name of the disk or document you're looking for. The window will become active and will come to the top of the pile of windows.

Can't Find a Menu

The menu bar changes depending on whether you've activated the desktop, a disk window, or a document window. Only the menus that apply to the desktop appear when the desktop is active, the menus for the disk appear when the disk window is active, and so on. Be sure the desktop or window you want to use is active by clicking on it.

Can't Choose a Menu Item

Problem

The menu item you want to use is gray and can't be chosen.

Solution

Be sure the item you want to work with is selected.

If you cannot perform a certain task on the icon or window with which you want to work, the menu item for that task is gray. For example, **Cut**, **Copy**, and **Paste** are tasks you cannot do to a disk, so if you have a disk window active, those menu items are gray and not available.

Want to Stop an Operation

Problem

The Lisa is performing some operation that you want to stop.

Solution

Press the period key while holding down the Apple key.

Chapter 4

Working with Disks

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Introduction

The documents you create and the tools you use to create them are crucial to your ongoing successful work on the Lisa. Both documents and tools are stored on *disks*. This chapter tells you how to work with hard disks and micro diskettes. You'll find instructions on how to

- Free up disk space.
- Erase and initialize disks.
- Back up documents, diskettes, and disks.
- Use documents created on old versions of the Lisa Office System.
- Use non-Lisa diskettes and transfer documents from non-Office System applications to the Lisa.

Using Disks and Diskettes

Disks are storage devices. They store the software programs that make the Lisa run and they also store your documents. A disk is to the Lisa what a filing cabinet is to a conventional office — a place to file your work.

In this manual, the term *disk* may refer to a hard disk or to a micro diskette, but the terms *micro diskette* and *diskette* refer *only* to the 3.5-inch removable diskettes used with the Lisa 2. The term *hard disk* is used to distinguish between a hard disk and the removable micro diskettes.

The removable micro diskettes used with the Lisa are enclosed in sturdy plastic and are therefore less sensitive than floppy diskettes, but there are a few things to keep in mind when handling your diskettes. (See Appendix D, Caring for Micro Diskettes, in the *Lisa 2 Owner's Guide*.)

When you buy new micro diskettes, make sure they are compatible with the Lisa 2 micro disk drive.

Note: For information on how to to install the Lisa Office System software on a hard disk, refer to Chapter 6, Setting Up Your System.

Freeing Up Disk Space

In a conventional office, the reason for throwing away old documents is to make more room in your filing cabinets. The same is true with the Lisa: Throwing away documents frees up disk space for new documents.

When you throw away documents on the Lisa, they are placed in the Wastebasket, where they remain until you throw away another document from the same disk. This is a precaution in case you want to retrieve a document from the Wastebasket. If you need more space on the disk, however, you may also want to empty the Wastebasket.

For more information about the Wastebasket, see Throwing Away Icons, under Working with Icons, in Chapter 3, Lisa Essentials.

Disk space can become limited when the Lisa encounters technical difficulties. After a power failure, for example, space on the disk may remain unrecovered when you turn the Lisa back on. A similar shortage of disk space may occur if you turn off a disk while it is in use by the Lisa Office System, or if you shut down the Lisa in any way other than the normal procedure for turning it off.

You can free up space on a disk or micro diskette in two ways:

- By throwing away documents you don't need and then emptying the Wastebasket.
- By repairing the disk or diskette to allow the Lisa to recover lost documents and free up disk space left unrecovered when the Lisa was powered down abnormally.

To Empty the Wastebasket:

1 ▸ Select the Wastebasket icon.

2 ▸ Open the **Housekeeping** menu and choose **Empty "Wastebasket"**.

To Repair a Disk:

1 ▸ Select the Disk icon.

2 ▸ Open the **Housekeeping** menu and choose **Repair "Name of Disk"**.

Initializing and Erasing Disks

You can prepare a disk for use with the Lisa in two ways:

- By initializing and naming the disk. Initializing a new disk prepares the disk surface for use with the Lisa, and naming the disk helps you identify it later.
- By erasing and renaming the disk. You can erase and rename a disk when you want to recycle a used disk.

Initializing and Naming a Disk

On a new disk, the recording surface is completely blank. Before the disk can be used, the disk surface must be formatted so that the disk can receive information from the computer system. Because different system manufacturers and different software releases use different formats, disks are not formatted in advance.

The process of formatting a disk is called *initializing*. A disk initialized by the Lisa Office System becomes a Lisa disk. A disk cannot be used by the Lisa Office System until it is initialized. (To learn about disks not initialized by the Lisa Office System, see Non-Lisa Diskettes, later in this chapter.)

Each disk initialized by the Lisa Office System contains a pad of empty folders. Use the folders to organize documents you store on the disk.

The initialization process takes up a small amount of the total disk space. If you check the attributes of a newly initialized disk by choosing **Attributes of "Disk"** from the **File/Print** menu, you can see that some portion of disk memory has been taken up by the initialization process.

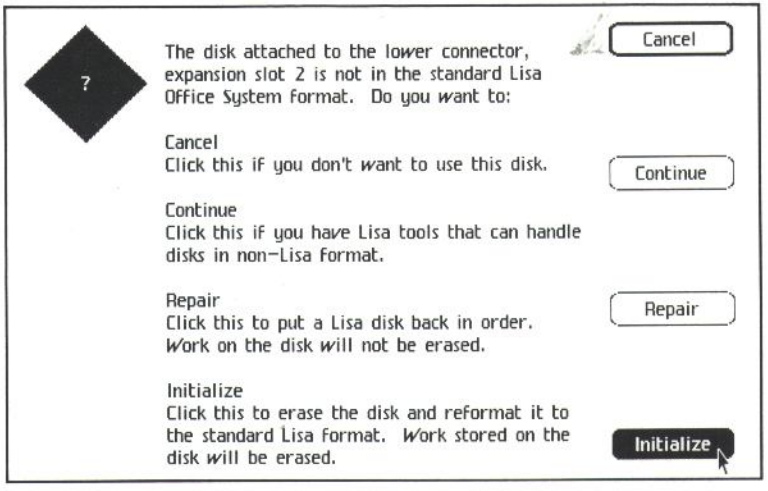
Naming the disk is optional, but giving the disk a name helps you identify the disk — and its contents — later. To avoid confusion when working with multiple disks, name a disk right after you initialize it.

To Initialize a New Hard Disk:

1 ▶ Connect the disk to the Lisa and set device connections in Preferences. (See Adding Devices, in Chapter 6, Setting Up Your System.)

2 ▶ Restart the Lisa Office System.

3 ▶ If you see the alert message shown here, click Initialize.

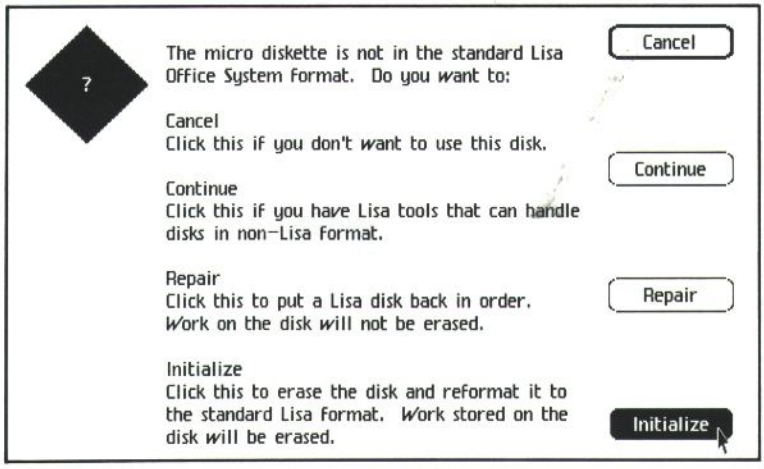

?
The disk attached to the lower connector, expansion slot 2 is not in the standard Lisa Office System format. Do you want to:
Cancel
Cancel
Click this if you don't want to use this disk.
Continue
Continue
Click this if you have Lisa tools that can handle disks in non-Lisa format.
Repair
Repair
Click this to put a Lisa disk back in order. Work on the disk will not be erased.
Initialize
Click this to erase the disk and reformat it to the standard Lisa format. Work stored on the disk will be erased.
Initialize

4 ▶ If you want to name the disk, type a name when the Wait message disappears.

To Insert and Initialize a Micro Diskette:

1 ▸ Insert the diskette in the micro disk drive. Make sure the arrow embossed on the micro diskette is pointing toward the drive. Push the diskette into the drive until you hear a click.

2 ▸ If the alert message shown here appears, click Initialize.


?
The micro diskette is not in the standard Lisa Office System format. Do you want to:
Cancel
Click this if you don't want to use this disk.
Continue
Click this if you have Lisa tools that can handle disks in non-Lisa format.
Repair
Click this to put a Lisa disk back in order. Work on the disk will not be erased.
Initialize
Click this to erase the disk and reformat it to the standard Lisa format. Work stored on the disk will be erased.
Cancel
Continue
Repair
Initialize

3 ▸ When the Wait message disappears, type a name under the diskette icon.

Erasing Disks

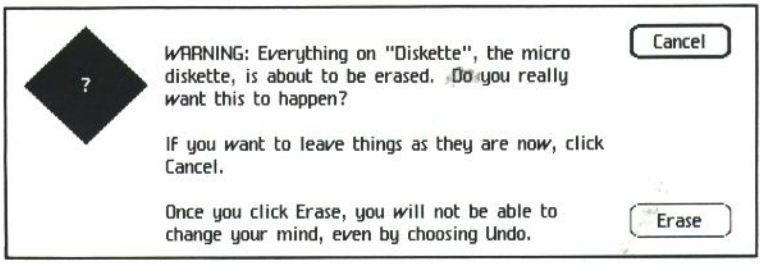
When you no longer need the work you've stored on a disk, erase the disk so you can reuse it. When you erase the disk, the Lisa automatically reinitializes the disk. The reinitialized disk retains its old name; rename it if appropriate. (As a safety feature, the Lisa will not let you erase a startup disk the same way you erase other disks. For instructions on how to erase and initialize a startup disk, see Installing the Office System Software, in Chapter 6, Setting Up Your System. The Lisa Office System reinstallation procedure allows you to erase the disk.)

Caution: Erasing a disk erases the *entire* disk. If you want to erase a hard disk that is being shared with MacWorks, make sure any Macintosh documents or applications you wish to save have been backed up.

To Erase and Rename a Disk:

1 ▶ With the disk icon or its window selected, open the **Housekeeping** menu and choose **Erase "Name of Disk"**.

2 ▶ An alert message appears. If you want the procedure carried out, click Erase.


?
WARNING: Everything on "Diskette", the micro diskette, is about to be erased. Do you really want this to happen?
If you want to leave things as they are now, click Cancel.
Once you click Erase, you will not be able to change your mind, even by choosing Undo.
Cancel
Erase

3 ▶ If appropriate, rename the disk by typing a new name under the disk icon.

If you want to make only a small change in the name, you can use the same text editing procedures you use within a document. Backspacing, cutting, copying, pasting, and inserting text all work for editing icon names.

Note: For information on repairing and restoring disks, refer to Chapter 8, Troubleshooting.

To Eject a Micro Diskette:

1 ▶ Select the micro diskette icon or window.

2 ▶ Open the **Housekeeping** menu and choose **Eject Micro Diskette**.

Or

Press the Apple key and the letter *E*.

Pressing the on-off button also automatically ejects any micro diskette that is in the drive. Before the micro diskette is released, the Lisa records which objects on the diskette have been moved to the desktop, left open as windows, or revised.

When you reopen the disk, the Lisa displays your documents as you left them before you ejected the diskette or pressed the on-off button.

If you have problems ejecting a diskette, see Procedure L, Ejecting Micro Diskettes, in Chapter 2, Troubleshooting, of the *Lisa 2 Owner's Guide.*

Backing Up Documents and Disks

Because disks can be damaged or erased accidentally, it's a good idea to make backup copies of your documents. There are different ways to back up your work. You might choose to duplicate only critical documents and to store the copies on micro diskettes. Or you might decide to copy your entire hard disk to another hard disk or onto a number of micro diskettes.

Micro diskettes are generally used to store backup copies of documents and disks. If you do some original work on a diskette, you may want to consider making a copy of the diskette. Remember, too, that diskettes can be damaged or erased accidentally, and they eventually wear out with use.

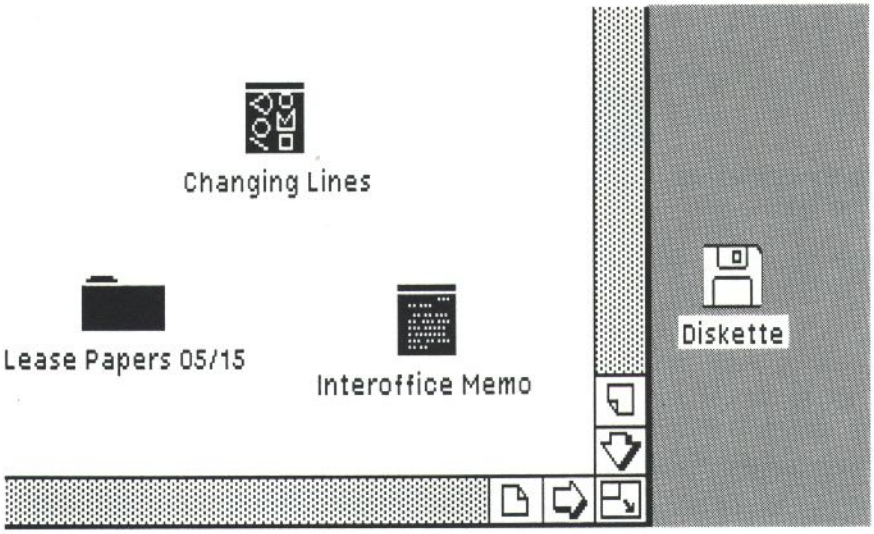
Backing Up Documents

You can back up new or revised documents a few times during the day, once at the end of the day, or only once a week. How often you back up documents will depend on their volume, how often they're revised, and the possible consequences if they're lost.

To Back Up One or More Documents:

1 ▶ Insert the micro diskette in the drive. Initialize it if prompted.

2 ▶ Select the document icons by using Shift-click or press and drag. For help selecting, see Selecting Icons, in Chapter 3.

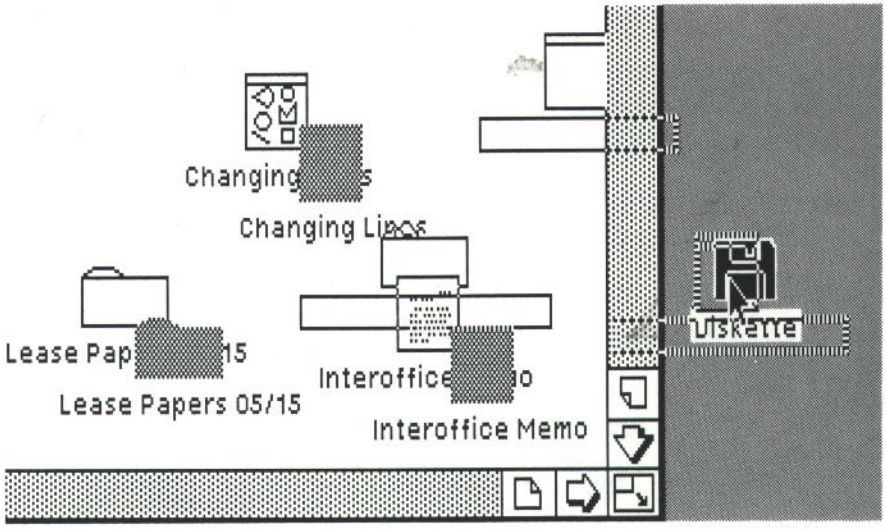


3 ▸ Open the **File/Print** menu and choose **Duplicate**.

Or

Press the Apple key and the letter *D*.

4 ▸ Move the blinking duplicates to the micro diskette icon: Place the pointer on any one of the blinking icons and drag that icon to the diskette icon. Moving one icon automatically moves all selected icons.



5 ▸ Eject the micro diskette and store it in a safe place.

Backing Up Large Documents

The Lisa allows you to back up a document that is too large to fit on one diskette. When you back up such a document to a diskette, the Lisa tells you when the diskette is full and another needs to be inserted in the drive. To use the backup copy of the large document, you'll need to reconstruct it on a disk that can hold the entire document.

To Back Up a Large Document:

1▶ Insert a blank micro diskette into the drive. If prompted, initialize the diskette.

2▶ Select the document icon you want to back up.

3▶ Open the **File/Print** menu and choose **Duplicate**.

Or

Press the Apple key and the letter *D*.

4▶ Move the blinking duplicate onto the micro diskette icon.

5▶ An alert message appears. Read it and click Copy if you want to continue the backup procedure.

As the message indicates, diskettes after the one you've just inserted will be erased. Therefore, use only blank diskettes or diskettes containing information you no longer need.

6▶ When the first diskette is full, it is ejected and another alert message appears. Remove the first diskette from the drive and insert the second diskette. To keep track of which diskette contains which part of the document, number the diskettes so you can easily reconstruct the document later.

7▶ Keep inserting diskettes until the Lisa no longer prompts you to insert another.

To Reconstruct a Large Document:

A large document (one that takes two or more diskettes to back up) can be reconstructed — that is, put back together — on a hard disk. Since the reconstruction procedure uses *copies* of the various document parts, the backup diskettes remain intact.

1▶ Insert the first backup diskette into the micro disk drive.

2▶ Double-click to open the diskette.

3▶ From the diskette window, select the document to be reconstructed.

4▶ Move the document icon to the larger disk where you want the reconstructed document stored. If you've inserted a diskette other than the first backup diskette, the Lisa will ask you to insert the right one.

5▶ When prompted, insert the second diskette.

6▶ Keep inserting diskettes in sequence until the last diskette is ejected and no further prompts appear.

Backing Up a Hard Disk to Diskettes

Backing up a hard disk to diskettes puts a copy of most of the hard disk information (including Lisa Office System software, Lisa tools, and your documents) onto diskettes.

After making one full backup of your hard disk to micro diskettes, you'll need to decide how often to make *incremental* backups. When you make an incremental backup, only revised documents and new documents created since the last full disk backup are copied.

Caution: The incremental backup procedure does not copy the Workshop software or files created in the Workshop. (See *Workshop User's Guide for the Lisa* for guidelines on backing up your Workshop files.)

Making a full disk backup and periodic incremental backups lets you take advantage of the Lisa restore feature. (See Restoring a Startup Disk, under Procedure C, Disk Repair, in Chapter 8, Troubleshooting.)

To Make a Full or Incremental Hard Disk Backup to Diskettes:

Note: Depending on how full your disk is, this procedure takes a number of micro diskettes (perhaps as many as 20 diskettes) and some time.

1 ▶ Insert the first backup diskette into the micro disk drive.

2 ▶ If the diskette hasn't been initialized, the Lisa will prompt you to do this. Click Continue.

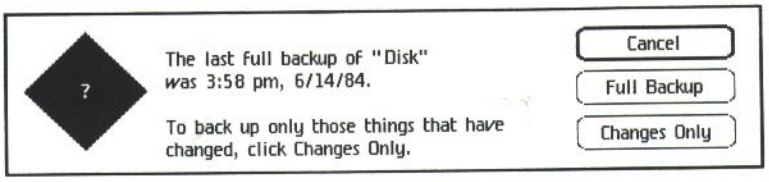
3 ▶ Select the hard disk icon you want backed up.

4 ▶ Open the **File/Print** menu and choose **Duplicate**.

5 ▶ Move the blinking duplicate onto the diskette icon.

▶▶▶

6 ▸ If the message shown below appears, click Full Backup to back up the entire disk, or click Changes Only to back up only the information that has changed since the last full backup.


?
The last full backup of "Disk" was 3:58 pm, 6/14/84.
To back up only those things that have changed, click Changes Only.
Cancel
Full Backup
Changes Only

Note: Incremental backups can only be made after a full backup. The Attributes dialog box will tell you if a full backup has been made.

7 ▸ Read the warning that appears and click Erase if you want to proceed.

8 ▸ Read the next message that appears, remove the first diskette, and insert another diskette.

9 ▸ Continue removing diskettes and inserting additional diskettes until the Lisa ejects a disk without requesting another.

To Back Up a Hard Disk to Another Hard Disk:

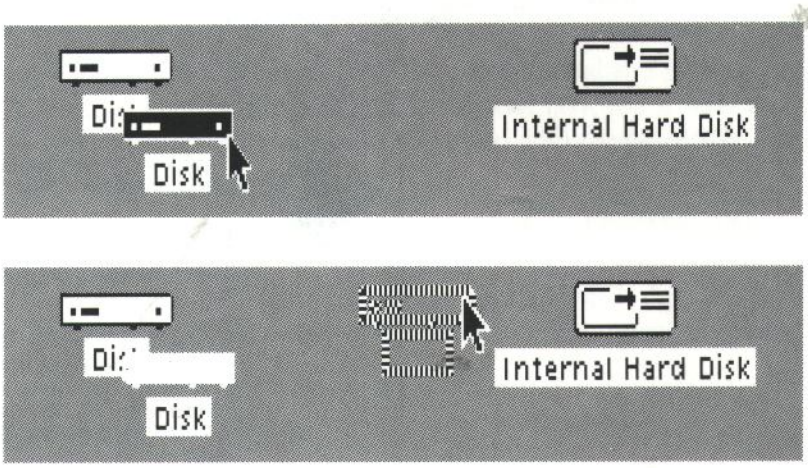
The disk that will become the backup disk must be the same size as, or larger than, the disk you want to copy.

1 ▸ Look for the backup disk's icon on your desktop. If it's not on the desktop, make sure the destination disk is connected to the Lisa and connected to the Lisa Office System through Preferences (see Chapter 6, Setting Up Your System).

2 ▸ Select the disk you want backed up.

3 ▸ Open the **File/Print** menu and choose **Duplicate**.

4 ▶ Move the blinking duplicate icon onto the destination disk icon.



Backing Up a Diskette to Another Diskette

The Lisa can back up any Lisa Office System diskette (that is, any diskette initialized by the Lisa Office System software). However, the Lisa cannot duplicate or back up non-Lisa diskettes. (See also Non-Lisa Diskettes, later in this chapter.)

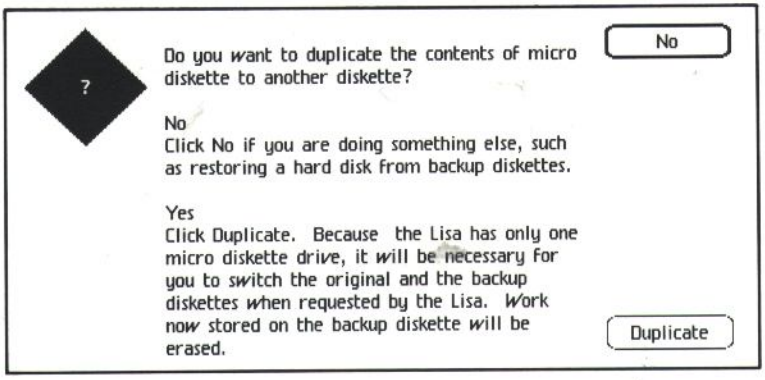
In the diskette-to-diskette backup procedure, the information on the original diskette is temporarily stored in memory. Then this diskette is ejected, allowing you to insert the backup diskette in the drive. The Lisa then transfers the information in memory to the backup diskette.

Depending on how much room there is in memory, you may need to swap between original and backup diskettes more than once. The last diskette you insert will be the original diskette. This is because the Lisa must update the information about when the diskette was last backed up.

To Back Up a Diskette to Another Diskette:

1▶ Insert the diskette you want backed up in the micro disk drive.

2▶ With the diskette selected, open the **File/Print** menu and choose **Duplicate**. A dialog box appears.


?
Do you want to duplicate the contents of micro diskette to another diskette?
No
Click No if you are doing something else, such as restoring a hard disk from backup diskettes.
Yes
Click Duplicate. Because the Lisa has only one micro diskette drive, it will be necessary for you to switch the original and the backup diskettes when requested by the Lisa. Work now stored on the backup diskette will be erased.
No
Duplicate

3▶ Click Duplicate. The Lisa begins copying the information on the diskette into temporary memory.

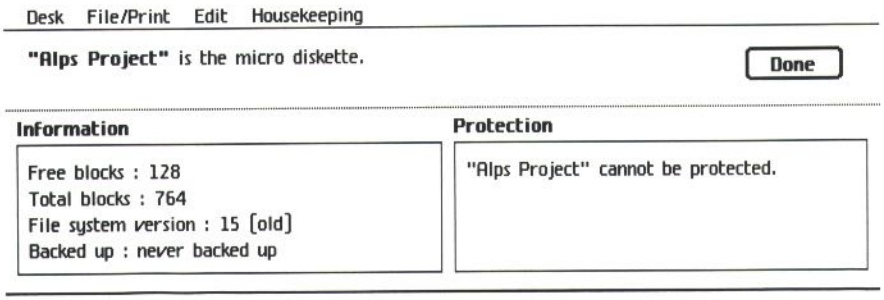
4▶ When prompted, remove the original diskette and insert the backup diskette.

5▶ When prompted, remove the backup diskette and reinsert the original.

6▶ The Lisa may prompt you to reinsert the backup diskette. Keep swapping diskettes until you're no longer prompted.

"(Old)" File System Versions

When checking the attributes of a disk, the term *(old)* may appear in the file system version number. The number will look something like what's shown here.



The term *(old)* means that the diskette was initialized (formatted) by a version of the Lisa Office System software that is older than the version currently on your startup disk. The newer version of the Lisa Office System does not work as efficiently with a diskette initialized with an older version. To improve the performance of your Lisa, you'll want to move all your documents to a diskette initialized with the newer version of the Office System software.

Warning A diskette initialized with a newer version of the Lisa Office System cannot be used by a Lisa with an earlier version. If you cannot update the Office System software on all the Lisas in which the new diskette will be used, retain a copy of the diskette in its original — that is, old — format.

To Update an Old Diskette:

1 ▶ Open the startup disk icon.

2 ▶ Insert the old diskette into the drive.

3 ▶ Open that diskette.

4 ▶ With the diskette window active, open the **Edit** menu and choose **Select All Icons**.

5 ▶ Move the icons into the startup disk window.

6 ▶ Eject the old diskette.

7 ▶ Insert another diskette and initialize it if prompted.

8 ▶ Use Shift-click or press and drag to reselect all the icons from the old diskette. For help selecting, see Selecting Icons, in Chapter 3.

9 ▶ Move the icons into the new diskette window.

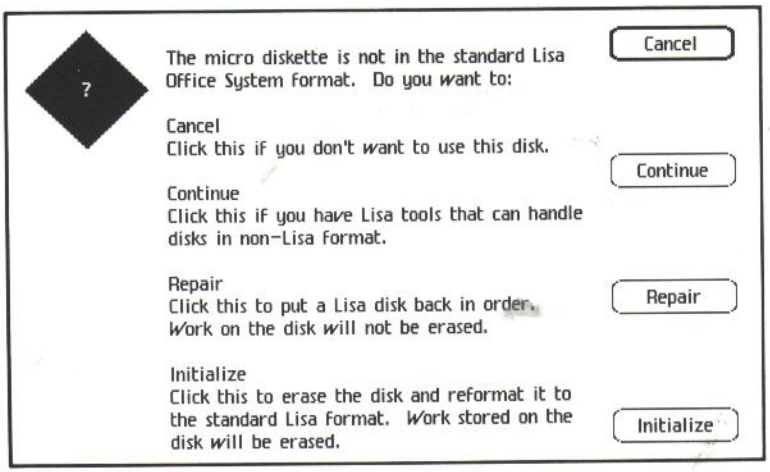
10 ▶ Eject the new diskette.

The old diskette can be initialized with the new version of the Lisa Office System and recycled.

Non-Lisa Diskettes

A non-Lisa diskette is one that cannot be used by the Lisa without special handling. Generally, non-Lisa diskettes are those not initialized (formatted) by the Lisa Office System software. An exception is a damaged Lisa diskette; that is, a Lisa diskette with information stored in the wrong order. In this case the damaged diskette needs to be repaired; that is, information must be reordered in a format the Lisa can use.

When you put a non-Lisa diskette into the micro disk drive, the alert message shown here appears.


?
The micro diskette is not in the standard Lisa Office System format. Do you want to:
Cancel
Click this if you don't want to use this disk.
Continue
Click this if you have Lisa tools that can handle disks in non-Lisa format.
Repair
Click this to put a Lisa disk back in order. Work on the disk will not be erased.
Initialize
Click this to erase the disk and reformat it to the standard Lisa format. Work stored on the disk will be erased.
Cancel
Continue
Repair
Initialize

Click the button — Continue, Repair, or Initialize — that applies to what you want done to the diskette. If you change your mind and want the diskette ejected, click Cancel.

MacWorks

A MacWorks program diskette turns the Lisa into a Macintosh-like system. If you have this program diskette, see the *MacWorks* manual for information on how to use it with the Lisa.

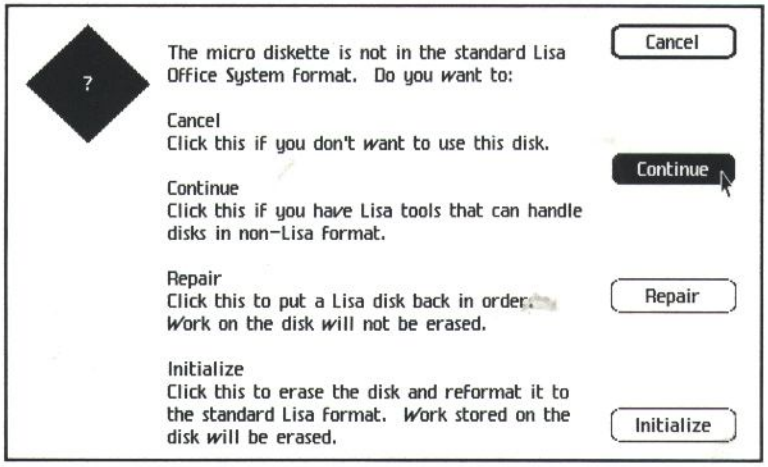
Note: MacWorks cannot be used directly from the Lisa Office System. The Lisa Office System must be turned off before you can use MacWorks and the Macintosh software.

Diskettes Used with Other Software

If you're using both the Lisa Office System and some other software, then diskettes initialized by the other software (on non-Lisa diskettes) can be used in the Lisa. The general procedure for using non-Lisa diskettes follows. Refer to the manual that comes with the other software for more information.

To Use Non-Lisa Diskettes:

1 ▶ Insert the micro diskette in the drive. Read the alert message that appears.


?
The micro diskette is not in the standard Lisa Office System format. Do you want to:
Cancel
Click this if you don't want to use this disk.
Continue
Click this if you have Lisa tools that can handle disks in non-Lisa format.
Repair
Click this to put a Lisa disk back in order. Work on the disk will not be erased.
Initialize
Click this to erase the disk and reformat it to the standard Lisa format. Work stored on the disk will be erased.
Cancel
Continue
Repair
Initialize

2 ▶ Click Continue. The non-Lisa diskette icon shown here appears. (Note that the icon has no name; non-Lisa diskettes cannot be named.)

3 ▶ Double-click on the non-Lisa icon to open it. After a few moments a message appears.

4 ▶ Do as the message indicates: Open the tool icon that can read the diskette in the drive. This tool icon represents the software used with this diskette.

For more information, refer to the manual that comes with the software for the non-Lisa diskette.

Using Documents Created with Other Applications

If you are using application programs other than the Lisa tools with the Lisa Office System, you may need to use the **Copy Reference** option in the **Edit** menu. This feature allows other applications to use Lisa documents. It also allows the transfer of documents created on the Office System to other applications. The **Copy Reference** option will be used with AppleBus networks. With this feature, files can be transferred from a file server to the Lisa.

When you select a document and choose **Copy Reference**, the name of the document is put on the Clipboard so you'll know what document is available for transfer into another application window.

Selecting a disk or folder and choosing **Paste** places a copy of the document referenced on the Clipboard into the disk or folder.

To Use Copy Reference:

1 ▶ If you wish, open the Clipboard.

2 ▶ Select the document icon.

3 ▶ Open the **Edit** menu and choose **Copy Reference**. If the Clipboard is open, you'll see the name of the document appear in the window.

4 ▶ Select the disk or folder's icon or window.

5 ▶ Open the **Edit** menu and choose **Paste**. (Some applications do not require this step. See the manual that comes with the applications.)

Chapter 5

Desktop Reference

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Introduction

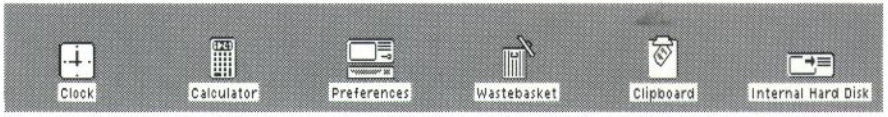
This chapter presents nonprocedural information about working with the Lisa desktop. You'll find information about

- Each of the icons on the desktop.
- Desktop menu items.
- The Option keys.
- Keyboard commands not noted in the menus.

If you're looking for information about how to work with icons and choose menu items, see Chapter 3, Lisa Essentials. To learn Lisa essentials through practice, see Chapter 1, LisaGuide, and Chapter 2, Learning the Lisa.

Icons

The symbolic pictures on the Lisa desktop are called icons. The icons represent common office objects used by the Lisa Office System. Manipulating the icons and choosing menu items are the keys to using the Lisa desktop.



The general function of each icon is explained on the following pages. The icons are presented in alphabetical order. To learn the general procedures for working with icons, see Chapter 3, Lisa Essentials.

Calculator

The Calculator icon represents the Lisa desktop Calculator. Open the icon to use the Calculator.

When you first start using the Lisa, the Calculator appears at the bottom of the desktop. If you don't see the Calculator at the bottom of your desktop, look for it in the Tools folder. When the Calculator is on the desktop you can return it to the Tools folder by opening the **File/Print** menu and choosing **Save & Put Away**.

Detailed instructions for using the Calculator appear in Chapter 7, Clock and Calculator.

Clipboard

The Clipboard holds the material you cut or copy when revising (editing) documents or object names.

The Clipboard always contains the last text or graphic you cut or copied. When you choose **Paste** from the **Edit** menu, a copy of the information from the Clipboard is inserted at the selected location. The information on the Clipboard remains there until you cut or copy something else to the Clipboard.

The Clipboard also holds the name of the document when you use the **Copy Reference** menu item in the **Edit** menu. See Copy Reference, in About Menus, later in this chapter.

You can open the Clipboard to see its contents, but you cannot edit the contents. Leave the Clipboard window open at the bottom of the screen if you need to refer to the information you've cut or copied.

For more information on working with the Clipboard, see Moving Information within a Document, and Copying Information within a Document, under Making Changes to Your Work in Lisa Documents, in Chapter 3, Lisa Essentials.

Clock/Calendar

A clock/calendar inside the Lisa keeps track of the date and time. Using information supplied by the clock/calendar, the Lisa tags each document with the date you created it and the date you last revised it.

When you first start up your Lisa, the Clock icon appears on the gray area of the desktop. If you select the Clock icon, open the **File/Print** menu, and choose **Save & Put Away**, the Clock is placed in the Tools folder on your startup disk. You can move the Clock to another folder, but you should not move it to another disk.

Once you set the clock/calendar, it continues running as long as the Lisa is plugged into a working outlet. If the system is unplugged, the Lisa resets the clock to 12 a.m., and the calendar to 1/1/80. To learn how to set the clock/calendar, see Chapter 7, Clock and Calculator.

Disks and Micro Diskettes

Each disk you have attached to your Lisa system or any micro diskette inserted in the micro disk drive is represented by the corresponding icon on your desktop.

If a disk that is attached to your Lisa does not show up on your desktop, open the Preferences icon and make sure your device connections are set properly. (For more information, see Connecting Devices, in Chapter 6, Setting Up Your System.)

Documents

The documents you create on your Lisa are represented in their storage locations by document icons. The design on the icon matches the design on the Lisa tool that was used to create the document. The Lisa automatically names and dates documents, but you can rename them any way you like.

Folders

Each disk initialized by the Lisa Office System comes with a pad of empty folders. The pad provides an unlimited supply of folders you can use to store documents. Use folders to help keep your documents organized.

Pads of Paper

Each pad of paper, or *stationery pad,* represents an unlimited supply of paper for a Lisa tool (for example, LisaWrite and LisaCalc paper), or for custom documents you've created.

LisaWrite Paper

LisaCalc Paper

Consider making your own custom stationery pads of documents you use regularly. These may include memo and report forms, spreadsheet templates, or artwork. In some cases you may want to create pads with formats you use frequently — that is, margins, tabs, line and paragraph spacing, and printer formats. Instructions for making custom stationery pads are given in Creating Stationery Pads, under Working with Icons, in Chapter 3, Lisa Essentials.

Preferences

Preferences lets you specify convenience settings and the startup device, and is used to link other devices to your system. For more information, see Chapter 6, Setting Up Your System.

Preferences

Tools

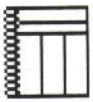
Tool icons represent the instructions the Lisa needs to work on your documents.

LisaWrite

LisaCalc

LisaProject

LisaGraph



LisaList

LisaDraw

Spiral notebook indicates a tool icon

The tool icons are stored on your disk in the folder called *Tools*. Ordinarily, you need not do anything with the tool icons. However, the icon of the tool used to create a document must be present on one of the disks on the desktop for you to work on that document. For example, to work on a LisaWrite document, the LisaWrite tool must be present on the desktop.

The Clock and the Calculator are also stored in the Tools folder. They look like the tools they represent. (Also see Clock and Calculator, above.)

Wastebasket

Use the Wastebasket to discard old documents or objects you no longer need. Throwing away objects frees up space on your disk. For more information on using the Wastebasket, see Throwing Away Icons, under Working with Icons, in Chapter 3, Lisa Essentials.

About Menus

A menu is a list of items that represent commands you can choose to tell the Lisa to do certain tasks. Selecting icons and choosing menu items are the keys to using the Lisa.

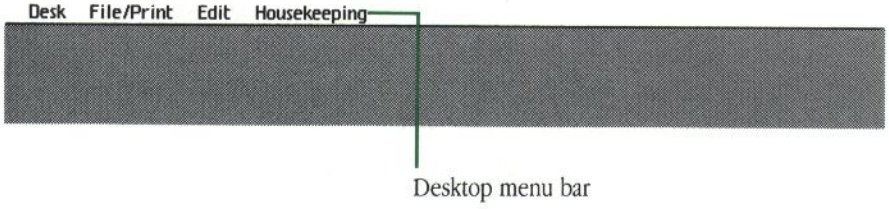
Choosing Menu Items

You choose menu items by opening the appropriate menu and selecting the item you want with the mouse.

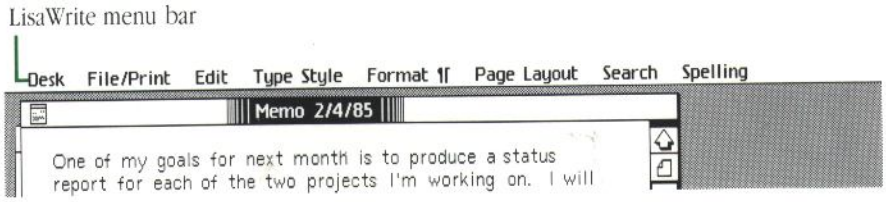
For complete instructions on using menus, see Using Menus, in Chapter 3, Lisa Essentials.

Menu Bar

The names of the Lisa Office System menus appear in the menu bar across the top of the Lisa desktop. The available menus and menu items change depending on your needs. For example, when you're working on the *desktop,* the menu bar looks like this...



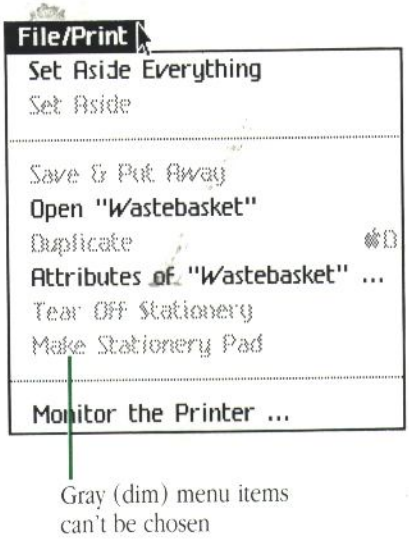
. . . and when a *document* window is active, the menu bar looks something like this.



The menu bar changes depending on what is selected

Gray Menu Items

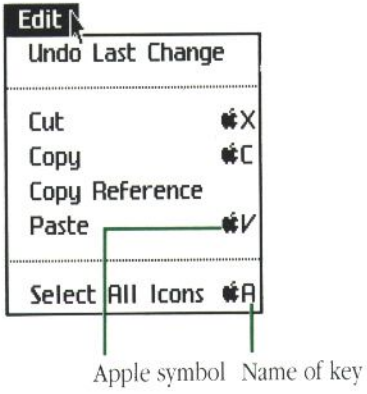
Gray menu items are items you can't use on the object or area you have selected. For example, if you've selected the Wastebasket, the **File/Print** menu looks like the one shown here. Notice that the gray menu items are ones you wouldn't use for the Wastebasket. These menu items are made unavailable so you won't choose them by mistake.



Choosing Menu Items with the Keyboard

To the right of many menu items is an Apple symbol and a character like those shown here.

This means that holding down the Apple key while you type the character shown will have the same effect as choosing the menu item with the mouse. If you find it easier, use the keyboard commands instead of choosing the menu item with the mouse. You'll find a list of these keyboard commands in Chapter 3, Lisa Essentials.

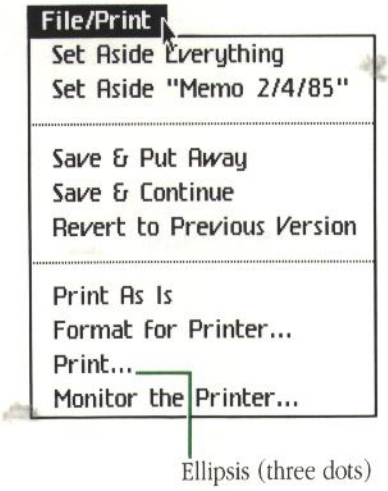


". . ." Following a Menu Item

Some menu items have three dots following them (for example, the last three menu items in the menu shown here).

The three dots mean that a dialog box appears at the top of the screen after you choose the menu item. Dialog boxes ask questions you must answer before the Lisa can carry out the action you want. Dialog boxes also give you the option of cancelling the action.

The following pages discuss each desktop menu item. Information about menu items for specific Lisa applications can be found in the individual application manuals.

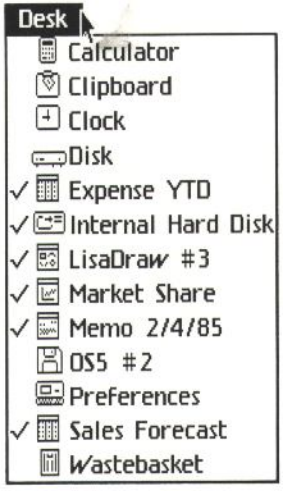


Desk Menu

The **Desk** menu is an alphabetical list of the windows and icons on the desktop. Use this menu to locate disks and documents quickly.

A check mark next to a name means that the name represents a window on the desktop. No check mark means the name represents an icon. Only icons currently on the desktop, not in disk or folder windows, are listed.

Choosing an icon name from the **Desk** menu opens the icon to an active window and places the window on top of any others on the desktop. Choosing a window listed in the **Desk** menu activates the window and places it on top of all other windows.



When you move a stationery pad from the disk window to the desktop, the name of the stationery pad appears in the **Desk** menu. Choosing a stationery pad from the **Desk** menu tears off a new document and opens it into a window. To make good use of this feature, consider moving stationery pads you use often to the desktop.

The **Desk** menu can list a maximum of 22 desktop objects. *The Lisa lists all windows before adding icons* to the **Desk** menu. Since a maximum of 22 windows can be open on the desktop at once, you'll always be able to find any window's name in the menu. Depending on how many windows are open, you may *not* find all icons listed.

File/Print Menu

The **File/Print** menu contains all the menu items for manipulating icons and storing and printing documents.

Set Aside Everything Reduces all windows to their icons and sets the icons aside on the desktop. This is a handy way to clear your desktop quickly. However, documents are not saved on the disk when you set them aside.

Set Aside "Name of Icon" Reduces an active window to an icon and sets it aside on the desktop. The document is not saved on the disk.

Save & Put Away Saves the contents of a document on a disk. For more information, see Saving and Putting Away Documents, in Chapter 3, Lisa Essentials.

Open Opens an icon into a window.

Duplicate Duplicates (copies) a document, disk, or tool icon. For more information, see Copying Documents and Other Icons, under Working with Icons, in Chapter 3, Lisa Essentials.

Attributes of . . . Allows you to see a document's attributes and to assign a password to a document or folder. A document's attributes include the time and date the document was created, the time and date it was modified, and the number of pages it contains. For more information on assigning passwords, see Protecting Documents and Folders with Passwords, in Chapter 3, Lisa Essentials.

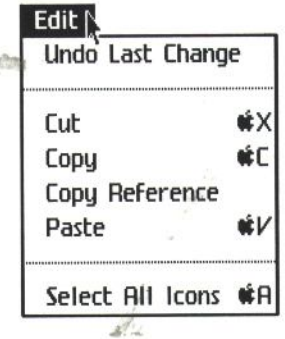
Tear Off Stationery Has the same effect as double-clicking on a stationery pad (tears off a sheet of paper from the pad and creates a new document).

Make Stationery Pad Makes a stationery pad out of any selected document. For more information, see Making Stationery Pads, in Chapter 3, Lisa Essentials. The only exceptions are documents that are protected by a password. (See Protecting Documents and Folders with Passwords, in Chapter 3, Lisa Essentials.)

Monitor the Printer . . . Checks (monitors) the status of a document being printed. This menu item is always available, even when you are doing other work. You can also use this menu item to cancel printing.

Edit Menu

In the **Edit** menu on the desktop you'll find the menu items that allow you to work with icon names. Each Lisa application also has an **Edit** menu to help you revise your documents.



Undo Last Change Undoes (reverses) the last change you made to an icon name.

Cut Deletes selected information and places it on the Clipboard.

Copy Places a copy of selected information on the Clipboard. Information on the Clipboard can be pasted at the same or another location.

Copy Reference This menu item is generally used when you are using non-Lisa application software with the Lisa Office System. **Copy Reference** allows non-Lisa application software to operate on documents created in the Office System. For example, if you have an encryption program that scrambles information to protect documents and you want to apply this program to a LisaWrite document, use **Copy Reference** to help bring the LisaWrite document into the encryption application.

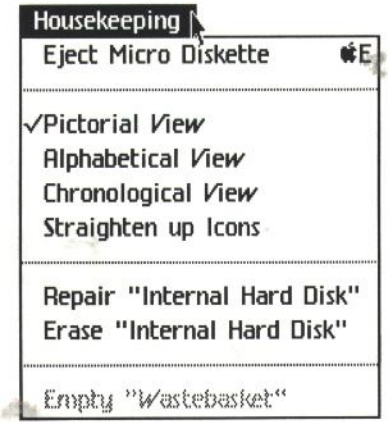
You might also use **Copy Reference** with local area networks. In this case **Copy Reference** can assist in bringing documents stored on a file server into the Lisa Office System. For information on how to use **Copy Reference**, see the manual that comes with the non-Lisa application software.

Paste Information placed on the Clipboard with **Cut**, **Copy**, or **Copy Reference** is available to **Paste** anywhere you specify — as an icon name on the desktop or in a document.

Select All Icons Selects all icons at once.

Housekeeping Menu

The **Housekeeping** menu has a variety of menu items for maintaining disks and micro diskettes.



Eject Micro Diskette Ejects the micro diskette from the micro disk drive.

Pictorial View Shows the contents of a disk or folder window in the form of icons. If a window shows a different view (alphabetical or chronological), choose **Pictorial View** to return to an icon view.

Alphabetical View Shows the contents of a disk or folder in alphabetical order.

Chronological View Displays the contents of a disk or folder in the order the documents were created or modified. The most recent document comes first.

Straighten Up Icons Arranges the icons in a window or on the desktop in neat rows.

Repair "Disk" Repairs the disk after a power failure or after you inadvertently turn off a hard disk that is being used by the Lisa Office System. When you repair the disk, the Lisa recovers lost documents and frees up disk space that was lost when the power failed or the Lisa was turned off abnormally.

Erase "Disk" Erases everything on a disk. Use this item with caution. When you erase the disk, the *entire* disk is erased, so be sure you make a backup copy of any documents or applications you want to save.

Empty "Wastebasket" Erases the contents of the Wastebasket. The last document you threw away is held in the Wastebasket until you throw away another document from the same disk. This item permanently erases everything in the Wastebasket.

Other Menus

As you use different Lisa applications, the menu names in the menu bar change. To learn about the menus for each Lisa application, see the manual that came with the tool you are using.

The Option Keys

The Option keys allow you to use a set of special symbols and international characters. These characters are shown below. To type one of the special characters, hold down either the left- or right-hand Option key while typing the key for the character you want. For details on using the Option keys, refer to the *LisaWrite* manual.

About Keyboard Commands

The Lisa has several features you can use by pressing a combination of keys. These key combinations are listed here for your convenience. Keyboard equivalents to menu items are not listed here. (See Chapter 3, Lisa Essentials.) If you need more detailed information about any of the commands listed here, look up the feature in the Index.

Keyboard Commands Used during Startup

There are two keyboard commands that let you perform special functions when you start up the Lisa. You can

- Bring the **Startup From** menu to the screen.
- Go to the Environments window from the Office System.

To Display the Startup From Menu on the Screen:

1 ▸ Turn the Lisa on.

2 ▸ After the first click from the cabinet and before the double click, press the space bar.

To Go to the Environments Window from the Office System:

1 ▸ Hold down the Apple key while pressing the Lisa on-off button.

Keyboard Commands Used for Printing

You can print everything that appears on the Lisa screen if you have an Apple Imagewriter or an Apple Dot Matrix printer. This process is referred to as *making a screen dump*. You can also "print" the screen to a disk so that the screen can be printed later.

To Print the Screen to a Printer:

1 ▶ Hold down the right-hand Option and Shift keys and type a *4* on the numeric keypad (not the *4* on the main keyboard).

For more information, see Printing What's on the Desktop, in Chapter 3, Lisa Essentials.

To "Print" a Screen to a Disk:

1 ▶ Hold down the right-hand Option and Shift keys and type a 7 on the numeric keypad (not the 7 on the main keyboard).

Dimming the Screen

When you don't touch the keyboard or the mouse for a period of time, the screen automatically dims. The length of time before the screen dims is set in Preferences. You can also cause the screen to dim with a keyboard command.

To Dim the Screen:

1 ▶ Hold down the right-hand Option and Shift keys and type a *0* on the numeric key pad (not the *0* on the main keyboard).

Chapter 6

Setting Up Your System

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Introduction

Setting up your Lisa Office System involves three stages:

- Physically hooking up the Lisa and any peripheral devices, such as printers and external hard disks.
- Installing the Lisa Office System software.
- Using Preferences (a part of the Office System software) to tell the Lisa what peripheral devices are physically connected and what special settings (called *default* settings) to use each time you turn on the Lisa.

This chapter tells you how to install the Lisa Office System *software* and how to select the proper settings in Preferences to start using the Office System. If you have not yet physically set up the Lisa *hardware,* turn to Appendix A, Setting Up Your System, in the *Lisa 2 Owner's Guide.*

This chapter also provides information on how to customize your Lisa to best suit your working style. You will use the information in this chapter for different purposes under different circumstances; for example:

- *When you first set up your Lisa,* you must install the Lisa Office System Software and set Preferences.
- *When you add or change peripheral devices* (for example, when you acquire another printer or hard disk, or add a modem), you must tell the Lisa where the new device is connected by changing the settings in Preferences. In some cases you may also have to add device software that tells the Lisa how to use the new device.
- *When you get a new hard disk and want to change the startup device,* you must reinstall the Lisa Office System software and set Preferences.
- *If your startup disk is damaged,* you may need to *repair* it and perhaps reinstall the Office System software.
- *If a Lisa application tool is damaged,* you may need to reinstall that tool.
- *When you have used the Lisa for some time and decide the convenience settings are not quite what you need,* you may change those settings in Preferences.

If you're setting up your Lisa for the first time and don't have much experience using the mouse and the desktop, you may also want to refer to Chapter 3, Lisa Essentials, from time to time, for information about working with icons and windows.

Setting Up Your System

Setting up your Lisa software for the first time requires three steps:

1. Installing the Office System software.
2. Setting Preferences to tell the Lisa about the devices you've attached. Substeps in setting Preferences include the following:
   a. Setting options under Connect Devices to specify what peripheral devices (printers, disks, and so forth) are attached to the Lisa. If you have nonstandard devices, you may also need to set options under Install Device Software.
   b. Setting options under Select Defaults to specify what devices you intend to use each time you turn on the Lisa.
   c. Setting Conveniences to customize some screen and keyboard settings to your needs.

   For complete details, see Setting Preferences, later in this chapter.
3. Installing the Lisa tools you want to use.

Note: For proper operation of your Lisa, it is important that you complete all three steps before beginning to use the Lisa Office System. Step-by-step instructions for each of these steps follow in this chapter.

Installing the Office System Software

Your Lisa hardware must be set up before you can install the Lisa Office System software. If the Lisa hardware is not yet set up, turn to Appendix A, Setting Up Your System, in the *Lisa 2 Owner's Guide.*

You don't need to reinstall the Lisa Office System software if you only want to reinstall or add Lisa tools (for example, LisaCalc or LisaList). Refer to Installing Tools, later in this chapter.

The Lisa Office System software comes on five micro diskettes. Installing the Office System involves transferring copies of the information from the five diskettes (Office System 1, 2, 3, 4, and 5) to your hard disk. This disk is then called the *startup disk.*

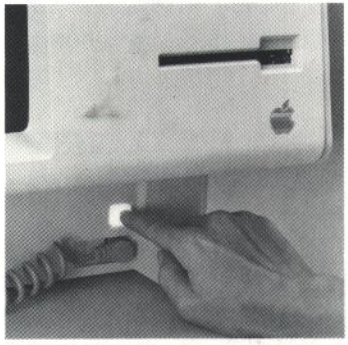
Preparing to Install the Office System Software

Before you begin to install the Lisa Office System software, determine which disk will be the startup disk. The hard disk on which you install the Office System software becomes the startup disk for your Lisa. The startup disk will contain all your Office System software and a record of all of your settings for Preferences, including device connections. If you have more than one hard disk, you should choose a disk that will always be connected and ready to operate when you turn on the Lisa. Usually this is the internal hard disk on the Lisa 2/10, or a ProFile external hard disk attached to the parallel connector on the Lisa 2/5.

Note: You can allocate part of your startup disk space for use with MacWorks, a program that allows you to run Macintosh software on your Lisa. Only the startup hard disk can share space with MacWorks. If you intend to share space, the startup disk must be either the ProFile external hard disk attached to the built-in parallel connector of the Lisa 2/5, or the internal hard disk of the Lisa 2/10.

To Install the Office System Software:

1 ▸ If the Lisa is on, turn it off by pressing the on-off button once.



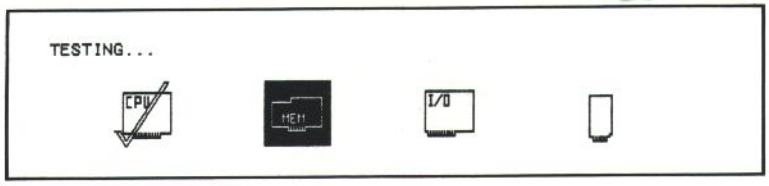
2 ▸ Take out the five Office System micro diskettes. If your system has an external hard disk, be sure it is on and the ready light is steady.

▸▸▸

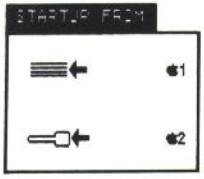
3▶ Insert the Office System 1 micro diskette into the drive. Make sure the arrow embossed on the diskette points toward the drive.

4▶ Turn the Lisa on by pressing the on-off button once. About 4 seconds later, after you hear a click from the cabinet, hold down the Apple key and type a *2* on the main keyboard. *Do not use the 2 on the numeric keypad.* Release both keys.

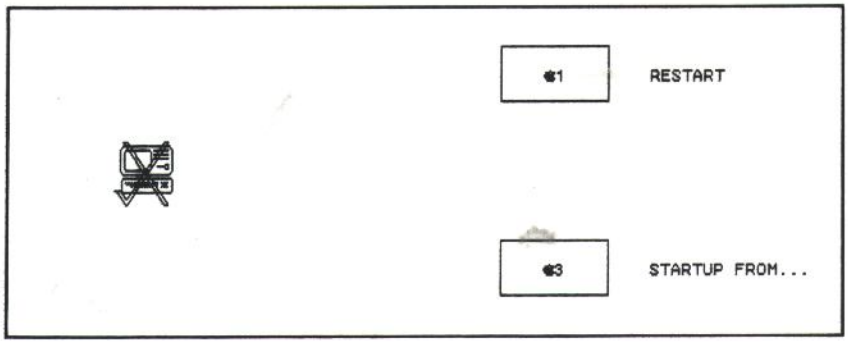
The Lisa automatically goes through a self-test that checks to make sure the central processing unit (CPU), memory (Mem) boards, input-output (I/O) board, and expansion slots are working properly.



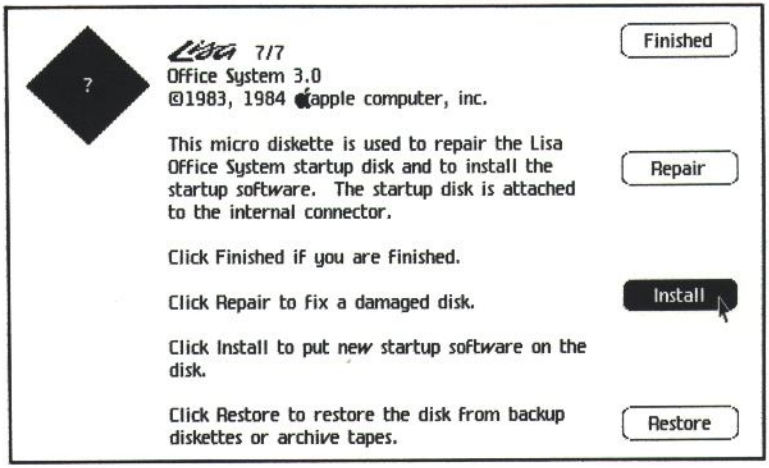
Note: If you type a *2* without pressing the Apple key, the startup menu shown here appears. If this occurs, hold down the Apple key and type *2* again. Release both keys.



If you type Apple-*2* late (that is, after you hear a second click from the cabinet), the screen shown here appears. Hold down the Apple key and type *3;* then release both keys. The startup menu described in the preceding paragraph appears. Type Apple-*2*.



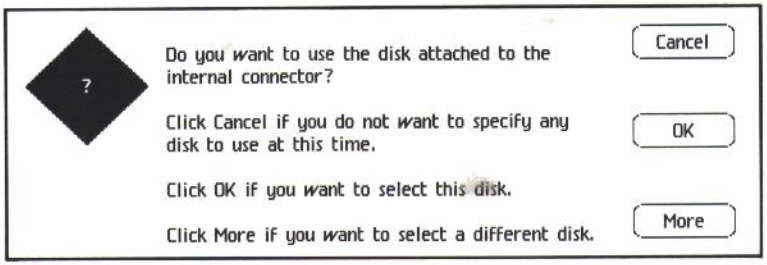
5 ▶ When the main menu appears, use the mouse to move the pointer to the box that says Install. Click the mouse button once. The box darkens, indicating that you have selected it.


Lisa 7/7
Office System 3.0
©1983, 1984 apple computer, inc.
This micro diskette is used to repair the Lisa Office System startup disk and to install the startup software. The startup disk is attached to the internal connector.
Click Finished if you are finished.
Click Repair to fix a damaged disk.
Click Install to put new startup software on the disk.
Click Restore to restore the disk from backup diskettes or archive tapes.
Finished
Repair
Install
Restore

▶▶▶

6► A message tells you that the Lisa is looking for any attached hard disks.

Then a screen appears that lets you specify which hard disk will become the *startup disk* — that is, the disk on which you wish to install the Office System software.


?
Do you want to use the disk attached to the internal connector?
Click Cancel if you do not want to specify any disk to use at this time.
Click OK if you want to select this disk.
Click More if you want to select a different disk.
Cancel
OK
More

The Lisa shows the name of a hard disk in the first paragraph of the screen message. To use this hard disk as your startup disk, click OK.

If you have more than one hard disk and want to use one that is attached to some other connector, click More.

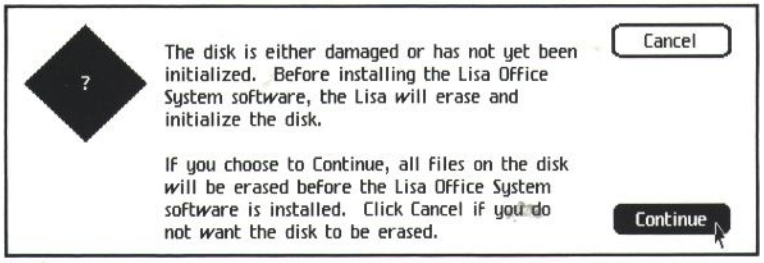
When you click More, the Lisa identifies a second disk that is connected to your Lisa. If this is the disk you wish to use, Click OK.

If you have additional disks, you can keep clicking More until the Lisa identifies the one you wish to use as a startup disk. Each time you click More, another disk is identified, until each disk connected to your Lisa has been displayed.

If you run out of disks without having specified one as the startup disk, the Lisa notifies you that no more disks are available. Click Retry to start over, or Main Menu to return to the screen shown in step 5.

7► After you select your startup disk, one of two screens appears.

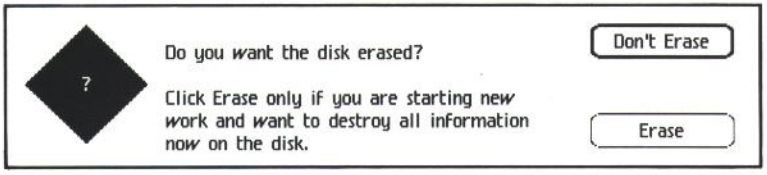
a. If the disk you have chosen is a new disk that has never before been used, or if it is a disk containing software unusable by the Lisa, the message shown below appears.


?
The disk is either damaged or has not yet been initialized. Before installing the Lisa Office System software, the Lisa will erase and initialize the disk.
If you choose to Continue, all files on the disk will be erased before the Lisa Office System software is installed. Click Cancel if you do not want the disk to be erased.
Cancel
Continue

Click Continue.

Or

b. If the hard disk you select as your startup disk has already been used by a Lisa, you will be asked if you wish to erase it.

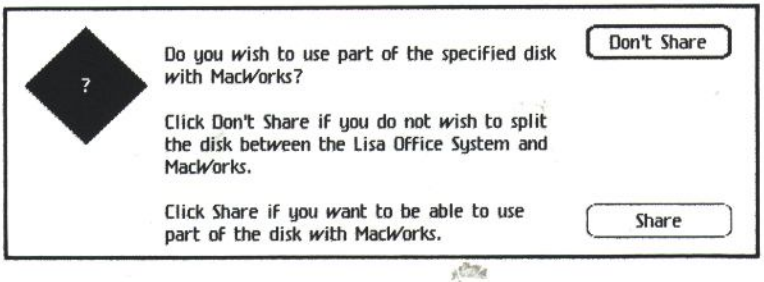

?
Do you want the disk erased?
Click Erase only if you are starting new work and want to destroy all information now on the disk.
Don't Erase
Erase

Clicking Don't Erase allows you to keep documents that are stored on the disk. Thus, if the hard disk already has work stored on it that you want to keep, click Don't Erase. Go to step 9.

Click Erase to erase everything on the disk.

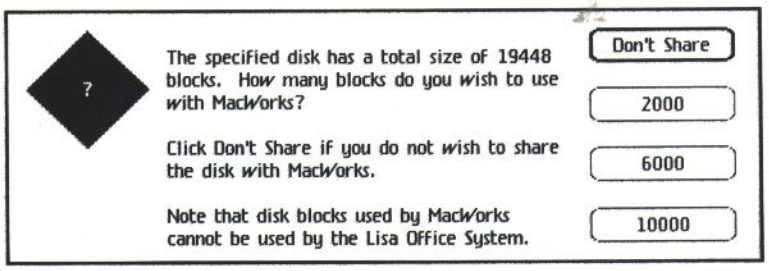
►►►

8 ▸ If you choose to erase the disk, you are asked if you want to use part of the disk with MacWorks, a program that allows you to run Macintosh software on your Lisa.


?
Do you wish to use part of the specified disk with MacWorks?
Click Don't Share if you do not wish to split the disk between the Lisa Office System and MacWorks.
Click Share if you want to be able to use part of the disk with MacWorks.
Don't Share
Share

If you plan to use the hard disk to store Macintosh software on your Lisa, click Share.

8a ▸ If you are installing the Lisa Office System on the internal hard disk of a Lisa 2/10, then you have a choice of how much space to allocate for MacWorks.


?
The specified disk has a total size of 19448 blocks. How many blocks do you wish to use with MacWorks?
Click Don't Share if you do not wish to share the disk with MacWorks.
Note that disk blocks used by MacWorks cannot be used by the Lisa Office System.
Don't Share
2000
6000
10000

Note: A *block* is a measure of Lisa storage space equivalent to 512 bytes, or characters. The Macintosh expresses storage space differently, in terms of *kilobytes*. A kilobyte (abbreviated *K*) is 1024 bytes. Thus *two blocks on the Lisa equal one K on the Macintosh.* About 2000 blocks of storage are available on two and a half micro diskettes.

8b▸ Because each MacWorks user will have different Macintosh software and will use it more or less often than others, Apple cannot recommend an exact amount of storage space to allocate for MacWorks. The following guidelines may help you decide what to try for the first time:

For light to average use of Macintosh software (storage of a few Macintosh programs and small documents), 2000 blocks should be adequate.

If you expect to store more Macintosh programs, a larger number of documents, or quite a few lengthy documents, 6000 blocks might be a more appropriate choice.

If you have or are planning to install the Lisa Workshop on the disk, do not allocate more than 6000 blocks (2000 would be better).

Remember that the more space you allocate for Macintosh documents, the less you have for your Lisa documents.

If you intend to store a very large number of Macintosh documents, or to create many very large documents, you might want to allocate 10,000 blocks. However, this will leave you with less than 2000 blocks of storage space to run the Lisa software, and you won't be able to store many Lisa documents. You should not make this choice unless you have an additional hard disk attached to your Lisa.

Note: If in the future you want to change the amount of space set aside for Macintosh storage, you will have to save on diskettes all Lisa and Macintosh programs and documents not already backed up, and then reallocate shared disk space while reinstalling the Lisa Office System.

9▸ A Wait message appears while the startup disk is initialized (and erased, if you clicked Erase in step 7). The Lisa takes a couple of minutes to format and initialize the disk.

When the initialization process is complete, the Lisa automatically begins installing the Office System software from the Office System 1 diskette. You will see a message telling you that the startup software is being installed. Then the first diskette is ejected from the drive.

This procedure initializes only the part of the disk allocated to Lisa storage. The part of the disk allocated for use with Macintosh software must be initialized using software provided with MacWorks.

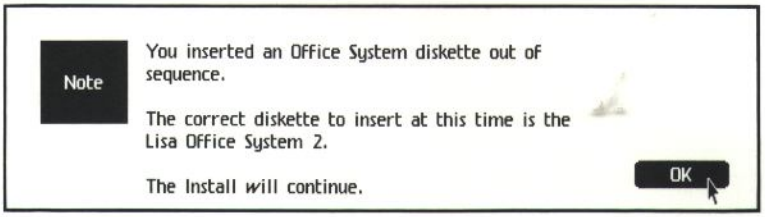
▸▸▸

10 ▸The message on the screen tells you to insert the next Office System diskette. Take out the Office System 1 diskette from the drive and insert the Office System 2 diskette as prompted. The installation process automatically continues. You do not need to click on either of the boxes shown.

?
Please insert the Lisa Office System 2 micro diskette into the micro disk drive.
Click Cancel to cancel installation.
Cancel
Continue

11 ▸Insert the remaining diskettes when you are prompted.

If you insert an Office System diskette out of sequence, the diskette is ejected and this message appears.


Note
You inserted an Office System diskette out of sequence.
The correct diskette to insert at this time is the Lisa Office System 2.
The Install will continue.
OK

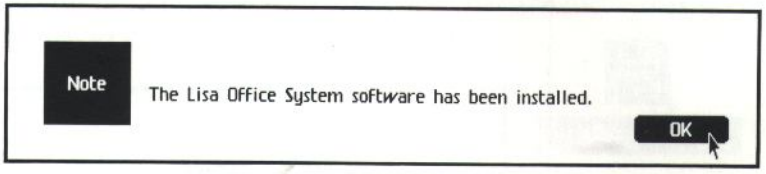
If this happens, replace the diskette that is out of sequence with the correct one. Click OK; the installation procedure continues automatically.

If you cancel the Office System installation procedure before installing software from all five diskettes, you will have to repeat this procedure, beginning with the Office System 1 diskette. You will not be able to use the Lisa until software from all five diskettes has been installed.

12 ▸After the Lisa has installed the software from the last Office System Diskette, a message tells you to reinsert the Office System 1 diskette.

Insert the diskette.

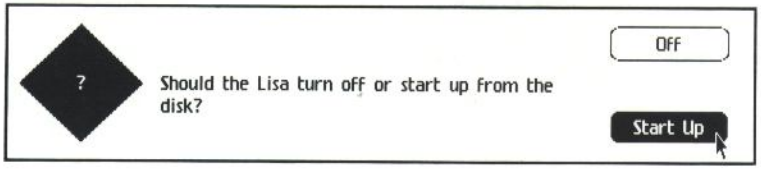
13 ▸When the message informs you that the Lisa Office System software has been installed, click OK.



14 ▸The Main Menu reappears. Click Finished.

?
Lisa 7/7
Office System 3.0
©1983, 1984 apple computer, inc.
Finished
This micro diskette is used to repair the Lisa Office System startup disk and to install the startup software. The startup disk is attached to the internal connector.
Repair
Click Finished if you are finished.
Click Repair to fix a damaged disk.
Install
Click Install to put new startup software on the disk.
Click Restore to restore the disk from backup diskettes or archive tapes.
Restore

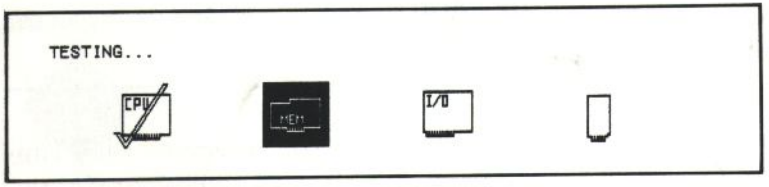
15 ▸When this message appears, click Start Up.



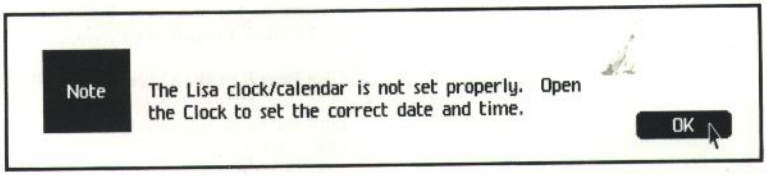
▶▶▶

The Office System 1 diskette is ejected. Put the five micro diskettes in a safe place.

Now your Lisa goes through a series of self-tests similar to those it went through when you first turned it on.



16 ▸The desktop appears, and a message reminds you to set the Lisa's clock/calendar. Do this now, since some functions in the Lisa tools and some document and disk backup procedures require a correct date and time. See Chapter 7 for instructions on setting the clock/calendar.



17 ▸After you set the clock/calendar, you are ready to set Preferences for the particular configuration of disks, printers, and other devices connected to your Lisa. Detailed guidelines for setting Preferences appear later in this chapter.

Installing Lisa Tools

You will probably want to install all the Lisa tools at once. If, however, you do not intend to use a particular Lisa tool, and if you wish to conserve disk space, you do not have to install the tool now. You can install the tool later if you decide you want to use it.

You can use a tool without installing it on the startup disk.

It is a good idea to make a backup copy of the master tool diskette. You can use the backup copy to reinstall the tool later, if needed.

Note: Copies of the master tool will work only on the first Lisa that was used to make the copy of the master. However, the master tool diskette itself will function on any Lisa. Each Lisa requires its own master tool to make copies and backups.

To Install a Lisa Tool:

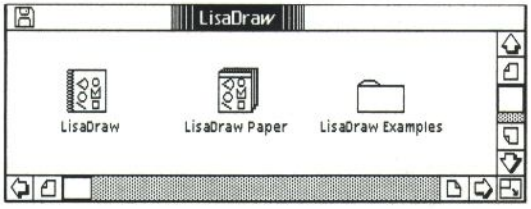
1 ▸ Make sure your Lisa is on and the Lisa desktop is on your screen; then take out the eight master tool diskettes.

2 ▸ Insert the first master tool diskette into the micro disk drive.

A symbolic picture, or *icon,* for the disk appears on the screen.

3 ▸ Double-click on the diskette icon. (Move the pointer to the diskette icon and press the mouse button twice, quickly).

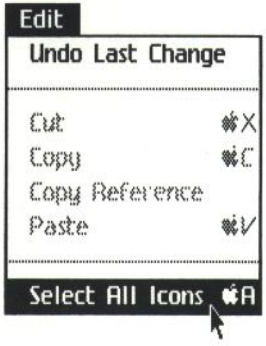
The icon opens into a window and displays the contents of the diskette: Icons for the tool, tool paper, and an example folder.



4 ▸ If you are installing the tool for the first time, you'll want to copy all three icons to your startup disk. Open the **Edit** menu and choose **Select All Icons**.

The icons highlight.

If this is not the first time you are installing the tool, select the tool icon and the stationery pad (tool paper icon).

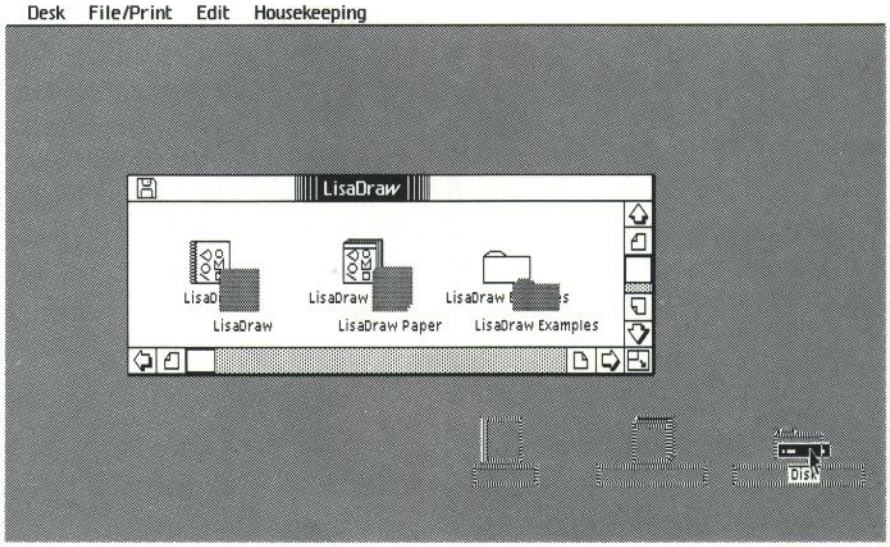


▸▸▸

5 ▸ Open the **File/Print** menu and choose **Duplicate**.

Blinking duplicate copies of the icons appear on your screen.

6 ▸ Place the pointer over one of the blinking duplicate icons, press and hold down the mouse button, and drag the group of icons to the hard disk icon. The disk icon will highlight when the pointer is over it. Release the mouse button while the disk icon is highlighted. This process, called *dropping the icons on the disk,* moves the duplicates of all the selected icons from the diskette window to the startup hard disk icon.



A Wait message appears while the tool icons are being copied.

7▸ When the Lisa has finished copying the tool icons, open the startup disk icon: Move the pointer to the startup disk icon and double-click (press the mouse button twice, quickly). The disk icon opens into a window so that you can see the contents of it.

Check to see that all the icons representing the tool, tool paper, and example folder are present on the startup disk. (If not, duplicate the missing icons and move the duplicates to the disk.)
Sometimes the icons you have moved onto the disk end up overlapping each other. If this happens, open the **Housekeeping** menu and choose **Straighten Up Icons**.

8▸ Open the **Housekeeping** menu and choose **Eject Micro Diskette**.

The tool's master diskette is ejected from the disk drive.

Remove the diskette from the drive and put it in a place safe from excessive heat, dampness, dust, and magnetic fields.

9▸ Repeat steps 1 through 8 for each of the Lisa tools you want to install.

10▸ When you have finished installing the Lisa tools on your startup disk, you can make more room in the disk window by moving all the tool icons into a tool folder. The example folders can also be placed in the tool folder, or in a separate folder that you create. For easy reference, put each example folder under the stationery pad for each tool.

For help storing the tool and example folders in folders, see Organizing Icons on the Desktop, under Working with Icons, in Chapter 3, Lisa Essentials.

Making a Diskette Copy of a Lisa Tool

Once you've installed the Lisa tools, it's a good idea to make a backup copy of each tool and of the five Lisa Office System diskettes on another set of diskettes. This will allow you to reconstruct the complete Office System later should it or the master diskettes be damaged.

There are two ways to make a diskette copy of a Lisa tool:

- Copy the tool and stationery from your hard disk to a diskette.
- Copy the master tool diskette.

Both these procedures are given below.

If you have not set Preferences yet, go to Setting Preferences, later in this chapter.

To Copy from the Hard Disk to a Diskette:

1▶ Insert a blank micro diskette into the drive. If you get a message asking whether you want the disk initialized, click Initialize. Wait for the disk's icon to appear on the desktop.

2▶ Open the Tools folder in the hard disk window. Select the tool you wish to duplicate by moving the pointer to it and clicking the mouse button once.

Press and hold down the Shift key and click once on the tool's stationery pad to select that as well. If you wish to copy the tool's example folder, continue to hold down the Shift key and click on the folder, too.

3▶ Open the **File/Print** menu and choose **Duplicate**.

4▶ Move the pointer to one of the blinking duplicates and press and drag it to the micro diskette icon. All the selected duplicates follow. When the diskette icon highlights, release the mouse button.

5▶ If you wish, name the new tool diskette by typing a name while the diskette icon is selected.

6▶ Open the **Housekeeping** menu and choose **Eject Micro Diskette**.

When the diskette pops out, remove it, and store the tool copy in a place safe from excessive heat, dampness, or magnetic fields.

7 ▶ Repeat this process for each tool you wish to duplicate.

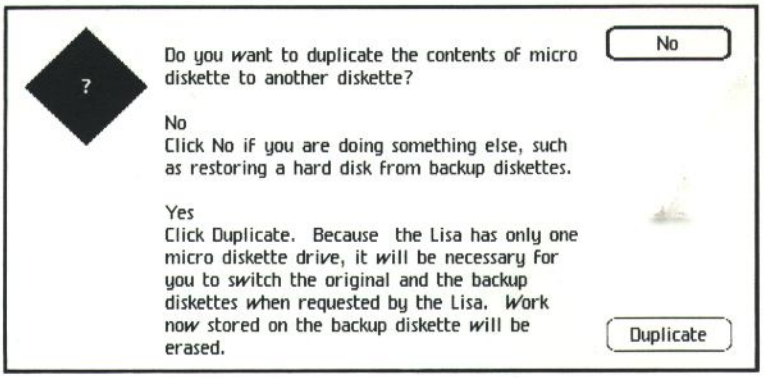
Note: You may store more than one tool on a micro diskette. If there isn't room on a diskette for another tool, an alert message will appear. Recopy the tool to another diskette.

An efficient combination for storing tools is to place LisaCalc, LisaGraph, and LisaList on the same diskette.

To Copy from the Master Tool Diskette:

1 ▶ Insert the master tool diskette into the drive. When the diskette icon appears, open the **File/Print** menu and choose **Duplicate**.

2 ▶ A message appears asking if you wish to duplicate the diskette. Click Duplicate.


?
Do you want to duplicate the contents of micro diskette to another diskette?
No
Click No if you are doing something else, such as restoring a hard disk from backup diskettes.
Yes
Click Duplicate. Because the Lisa has only one micro diskette drive, it will be necessary for you to switch the original and the backup diskettes when requested by the Lisa. Work now stored on the backup diskette will be erased.
No
Duplicate

3 ▶ When the original diskette is ejected, insert the blank diskette that will receive the copy.

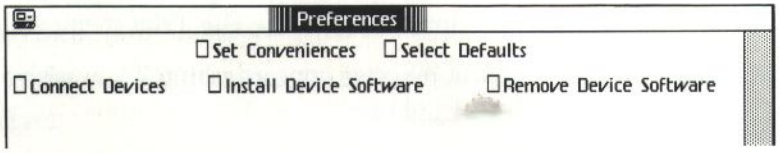
When instructed to do so by a message on the screen, reinsert the original diskette. Continue to swap the two diskettes when you are told to until the copy process is complete.

4 ▶ Repeat this process for each tool you wish to duplicate.

Setting Preferences

After you install the Lisa Office System software and tools, you will need to record some additional information on the Lisa to customize the Office System for your work. You record this information by specifying it in Preferences.

Preferences is the icon that looks like a miniature Lisa. It appears at the bottom of your desktop after you install the Office System software. When you open the Preferences icon into a window, five choices are displayed:



Set Conveniences Customizes the Lisa's screen brightness, speaker volume, speed of repeating keys, and mouse double-click delay.

Select Defaults Specifies what you wish the Lisa to do when you turn it on. You specify which disk is the startup disk and which printer you plan to use most of the time.

Connect Devices Tells the Office System what peripheral devices (such as printers) are physically attached to the connectors on the Lisa. The Lisa then uses the appropriate software needed by the device at each connector.

Note: It is very important that you provide accurate information, or the Lisa will not be able to give you the full use of the attached devices. If you reattach a device to a different connector, be sure you specify the change in the Connect Devices portion of the Preferences window.

Install Device Software Tells the Lisa you've installed device software (sometimes called a *driver*) the Lisa needs to operate each peripheral device. This setting is used in cases where your Lisa does not already have the software it needs to let you use a particular peripheral device. Device software is described in more detail later in this chapter.

Remove Device Software Erases device software you no longer need.

When you are setting up your Lisa for the first time, or when you have reinstalled the Lisa Office System software, set Preferences in this order:

1. Connect Devices. If you have nonstandard devices, you will need to specify settings for the Install Device Software portion of Preferences before connecting the devices. See Installing Device Software.
2. Select Defaults.
3. Set Conveniences.

If you are changing Preference settings because you are adding or changing a device, or because you want to alter the convenience settings, go directly to the section you need on the following pages.

Connecting Devices

A peripheral device can be an external hard disk, a printer, a modem, or any other mechanism connected to your Lisa.

To use a peripheral device, your Lisa Office System software must know to which port the device is connected, how to communicate with it, and how to operate it. You tell the Lisa that devices are attached and how to work with them by using the Connect Devices portion of Preferences.

Expansion cards are special devices that provide you with additional *connectors*, or ports. Although you will also be connecting devices to these cards, the cards themselves must first be connected.

The set of codes and instructions that tell the Lisa how to operate a device is called the *device software*. Your Lisa Office System already includes device software for some of the most common devices, including the following:

Software for Printers

- Imagewriter/IIDMP (this software is used for both the Apple Imagewriter Printer and the Apple parallel Dot Matrix Printer).
- Daisy wheel printer.
- Ink jet printer.

Disks and Other Storage Devices

- ProFile.
- Priam 70MB disk.
- Archive tape drive.

Expansion Cards

- Two-port card.
- Priam card (for the 70MB disk).

Modems

- European modems (Modem A).
- Other modems (serial cable).

Cables to Attach Other Devices

- Serial cable.
- Parallel cable.

The Connect Devices portion of Preferences lets you specify the port to which each device is connected and, at the same time, tell the Lisa which device software to use with the device.

To connect devices other than those listed above, you must install the proper device software before proceeding. Nonstandard device software should come on a micro diskette supplied with the device. See Installing Device Software.

There are many possibilities for connecting devices. To help you find the information you need, the discussion on the following pages is presented in this order:

- Basic steps for connecting any device.
- Connecting expansion cards.
- Connecting devices to expansion cards.
- Connecting printers.
- Connecting external hard disks.
- Connecting other devices.

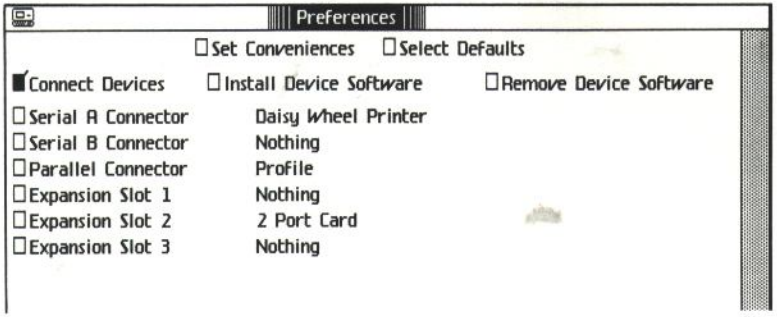
Basic Steps for Connecting Any Device

The basic steps for connecting any device to the Lisa are similar. Once you have connected a few devices, you may only need to review the following steps. When you first connect devices, however, and when you connect devices to expansion slots, you may also want to refer to the detailed procedures that follow.

To Connect Any Device:

1 ▶ Open the Preferences icon and click Connect Devices.

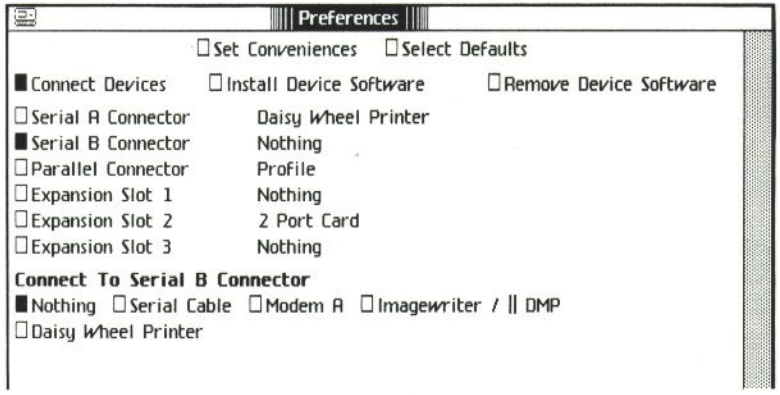
A list of all the possible connectors and expansion slots at the back of your Lisa appears. If you are adding or changing devices, the list shows what is already attached to each connector.



2 ▶ If the device is attached to a connector on a card in an expansion slot, click on the box of that expansion slot to list its connectors.

3 ▶ To connect a peripheral device to your Lisa Office System software, click the box of the connector to which the device is physically attached.

Information about what devices can be attached to that connector appears on the screen. For example, if you chose Serial B you might see a display like this:



▶▶▶

4▸ If the peripheral device you wish to use is now listed, simply click the box next to its name. The device name then appears opposite the appropriate connector and the connecting process is complete.

If the device you wish to use is *not listed,* it means one of two things:

a. The connector you have clicked cannot be used with that peripheral device. Check to see if you have attached the device to the correct port, and be sure you are clicking the proper connector name.

Or

b. Your Lisa lacks the necessary device software. Turn to Installing Device Software for instructions, and then repeat steps 1 through 3.

5▸ If the device is a printer or other information output device, you can now use it.

However, if the device is an information storage device, such as a ProFile, you will have to restart the Lisa Office System before you can use the device. Finish setting Preferences, turn off your Lisa, and then turn it back on; or return to the Environments window and click Start.

Connecting Expansion Cards

Expansion cards are special devices that provide you with additional connectors, or ports. Although you will also be connecting devices to these cards, the cards themselves must first be connected.

You install an expansion card by sliding it into one of the three expansion slots (see Installing an Expansion Card, in Appendix A, *Lisa 2 Owners Guide*). The card may have one or more ports to connect devices. You specify the slot in which the expansion card is installed by setting Preferences. To connect a device to one of the connectors on the expansion card, see Connecting Devices to Expansion Cards.

To Connect an Expansion Card as a Device:

1▸ With the power to your Lisa turned off, insert the expansion card in the appropriate slot at the rear of your Lisa, as explained in Appendix A of the *Lisa 2 Owner's Guide* and in the documentation that comes with the card.

2▸ When the card has been properly attached, turn on your Lisa and bring the Lisa desktop to the screen.

3▸ Open the Preferences icon.

4 ▶ Click Connect Devices.

5 ▶ Click the box for the expansion slot to which the card is attached (Expansion Slot 1, for example).

6 ▶ If the type of expansion card you are installing is listed, click the appropriate box and go to step 8.

7 ▶ If the expansion card you wish to install is not listed, take the micro diskette that came with the expansion card and insert it in the micro disk drive. Click in the Preferences window to reactivate it. Now click Install Device Software. The software drivers on the disk are displayed.

Click the box beside the name of the expansion card you wish to install.

8 ▶ If you are installing other expansion cards, repeat steps 1 through 6 or 7. If you are ready to connect a peripheral device to the expansion card, follow the instructions under Connecting Devices to Expansion Cards.

Connecting Devices to Expansion Cards

You connect a device to an expansion card through the Connect Devices portion of Preferences.

To Connect a Device to an Expansion Card:

1 ▶ Open Preferences and click Connect Devices.

2 ▶ When you click one of the expansion slot boxes, the screen shows a listing of the cards to which the Lisa can currently be connected. (If the card you wish to use is not listed, your Lisa lacks the device software needed to connect with that card. You must first install the necessary software, as described under Installing Device Software, and then return to step 1.)

3 ▶ Click the box for the type of expansion card you have physically connected.

A list of the connectors on that card appears: Upper or Lower, if there are two connectors; Upper, Middle, or Lower if there are three connectors; or, if there are more than three connectors, they are numbered 1, 2, 3, 4, and so forth, beginning with the bottom connector as 1).

▶▶▶

4 ▸ Click the box of the connector to which your device is attached. A list of the devices the Lisa can use with that connector appears. (If the device you wish to use is not listed, your Lisa lacks the software needed to connect to that device. You must first install the necessary device software, as described under Installing Device Software, and then return to step 1.)

Note: In some cases there are different types of connectors on a single card, or a certain connector can accept only a specific device. If a particular connector cannot accept a certain device, the device will not be listed when you click the connector's box, even when the appropriate software driver has been installed on your Lisa. If this happens, choose another connector.

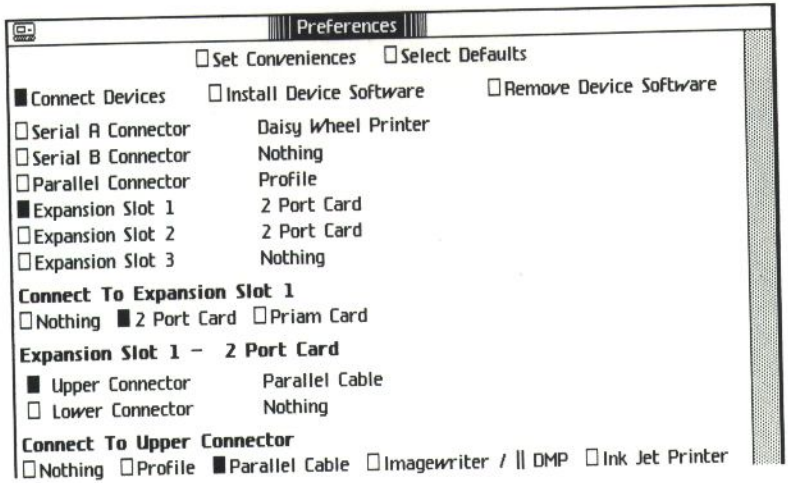
5 ▸ Click the box of the device you wish to use.

The device name appears opposite the connector name or number. This indicates that the connecting process is complete.

6 ▸ If the device is a printer or other information output device, you can now use the device.

However, if the device is an information storage device, such as a ProFile, you will have to restart the Lisa Office System before you can use the device. Finish setting Preferences, turn off your Lisa, then turn it back on; or return to the Environments Window and click Start.

Example The screen below illustrates the following series of choices: Connect Devices, Expansion Slot 1, 2-Port Card, Upper Connector, Parallel Cable. (Your screen may vary slightly, depending on the device software installed on your Lisa.)


Preferences
☐ Set Conveniences ☐ Select Defaults
■ Connect Devices ☐ Install Device Software ☐ Remove Device Software
☐ Serial A Connector Daisy Wheel Printer
☐ Serial B Connector Nothing
☐ Parallel Connector Profile
■ Expansion Slot 1 2 Port Card
☐ Expansion Slot 2 2 Port Card
☐ Expansion Slot 3 Nothing
Connect To Expansion Slot 1
☐ Nothing ■ 2 Port Card ☐ Priam Card
Expansion Slot 1 – 2 Port Card
■ Upper Connector Parallel Cable
☐ Lower Connector Nothing
Connect To Upper Connector
☐ Nothing ☐ Profile ■ Parallel Cable ☐ Imagewriter / ‖ DMP ☐ Ink Jet Printer

Connecting Printers

The following procedure tells you how to connect a printer to the Lisa in Preferences.

For a discussion of using Preferences to connect peripheral devices to the Lisa Office System, see the introductory discussion under Connecting Devices and under Basic Steps for Connecting Any Device.

To Connect a Printer:

1 ▶ Attach the printer to the appropriate connector at the back of your Lisa, as explained in the documentation that comes with the printer and in the *Lisa 2 Owners's Guide.* If you intend to attach the printer to an expansion card, you must first attach the card and link it to the Lisa Office System, as explained in the documentation that came with the card and in the preceding pages.

2 ▶ Open the Preferences icon.

3 ▶ Click Connect Devices.

4 ▶ Click the box for the connector you are using for your printer.

a. If you are connecting an Apple Imagewriter or Apple Daisy Wheel printer, click either the Serial A or the Serial B connector. (Serial A is the connector next to the mouse connector.)

Note: If you intend to use any Macintosh software, you must connect to the Serial B connector.

b. If you are connecting an Apple Dot Matrix Printer or Apple Ink Jet Printer, click Parallel Connector, or click the connector of a 2-port card in an expansion card.

When you select an expansion card, the Lisa asks which of the connectors on the card you wish to use.

Note: Expansion cards usually have two or three connectors. In some cases these connectors are different from each other and can accept only specific devices. If, after installing the software driver, you do not see the peripheral you want listed, try one of the other connectors on the expansion card or a different expansion card.

▶▶▶

5▸ Once you have selected the connector you wish to use, the Lisa displays a list of devices that can be attached to that connector. Click to choose the appropriate printer.

If the printer you wish to install is not listed, refer to Installing Device Software, later in this chapter.

Note: The selection Imagewriter/II DMP appears under both serial connectors and parallel connectors. This *does not* mean that the Imagewriter printer or Apple Dot Matrix printer can be *attached* to either of these connectors. Rather, it means that a serial device (the Imagewriter printer) and a parallel device (the Apple Dot Matrix printer) are sharing the same software. You may only attach (and connect) serial devices to serial ports, and parallel devices to parallel ports.

6▸ If you are installing additional devices or expansion cards, you can set Preferences for them before proceeding to the next step.

7▸ Load the paper into the printer as explained in the documentation that came with the printer.

8▸ Turn on the printer and run the printer's self-test to make sure the printer, independent of the Lisa, runs correctly. See the manual that came with the printer for instructions on the self-test.

Connecting External Hard Disks

In addition to the 5-megabyte ProFile or 10-megabyte internal hard disk you are already using, you can attach other hard disks to your Lisa for additional storage.

For a general discussion of using Preferences to connect peripheral devices to your Lisa Office System, see Connecting Devices.

1▸ After installing an expansion card at the back of your Lisa, connect the disk to the card's connector, as explained in the documentation that comes with the disk and in the *Lisa 2 Owners's Guide.*

2▸ Open the Preferences icon.

3▸ Click Connect Devices.

4▸ Click the box for the expansion card you are using. If the expansion card is not listed, you will have to install the card software driver, as explained under Installing Device Software.

When you select an expansion card, you are asked to specify the connector (upper or lower) to which the disk is attached.

5 ▸ Once you have selected the connector you wish to use, a list of devices that can be attached to that connector appears. Click the appropriate hard disk.

If the hard disk you wish to install is not listed, take the micro diskette that came with the disk and insert it in the micro disk drive. Now click Install Device Software and then click the name of the hard disk you wish to use when the name appears. The device software (driver) on the diskette is automatically installed, and the name of the hard disk appears under Connect Devices.

Note: If the hard disk comes with an expansion card, you may also have to install the device software for the card. Check the instructions that accompany the hard disk for the name of the device software needed to operate the hard disk.

6 ▸ If you are installing additional devices or expansion cards, you can set Preferences for them before proceeding to the next step.

7 ▸ Before a new hard disk can be used, the Lisa must be turned off and then turned back on again. If you want your new disk to be the default startup disk, follow the procedures described in Setting Defaults.

Note: If you want the new disk to be the startup disk, you must install the Lisa Office System on the new disk. See Installing the Office System Software.

Connecting Modems

Modems may be attached to your Lisa and connected with Preferences for use with LisaTerminal. Most of the configuration information, such as baud rate, parity checking, handshake protocol, and other communication conventions, is set in LisaTerminal. See the *LisaTerminal* manual for setup details.

To Connect a Modem:

1 ▸ Attach the modem to a serial connector on the back of your Lisa.

Note: European modems may be attached only to the Serial A connector.

2 ▸ Open the Preferences icon.

3 ▸ Click Connect Devices.

▸▸▸

4 ▸ Click the serial cable box corresponding to the port to which the modem is attached.

Note: The Modem A option, which is used to drive European modems, can be used only on the Serial A connector. Modem A appears as an option under Serial B connector, but will not work there. Do not use this device software for North American modems.

5 ▸ Set aside Preferences and tear off a piece of LisaTerminal paper. Consult the setup procedures in the *LisaTerminal* manual to continue.

Connecting Other Devices

Other devices may be attached to your Lisa and connected through Preferences. For a general discussion of using Preferences to connect peripheral devices to the Lisa Office System, see Connecting Devices.

Apple recommends that only devices approved for use with the Lisa, and supplied with Lisa device software, be purchased for connection to the Lisa. However, if you wish to use a peripheral device that does not have Lisa device software, but is connected to the Lisa by means of a parallel or serial cable, you may be able to operate the device by connecting it to the Parallel Cable or Serial Cable options in Preferences.

For example, if you attach a device's serial cable to the Serial B connector, click Serial B connector under Connect Devices, and then click Serial Cable, you may be able to use the device. Depending on the particular peripheral device, the steps suggested may or may not be adequate.

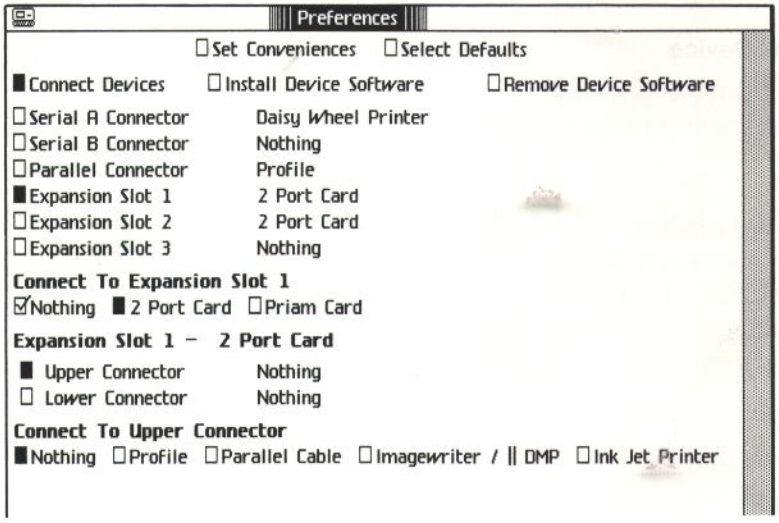
The following information is provided for those wanting more technical information on connecting non-Apple devices to the Lisa system:

- *Serial cable device software* must use an RS-232-C serial cable and either 8-bit or 7-bit asynchronous communications. The Serial A connector supports baud rates up to 9600, and the Serial B connector up to 19,200.
- *Parallel cable driver* is for devices using the standard Centronics® parallel interface protocol.

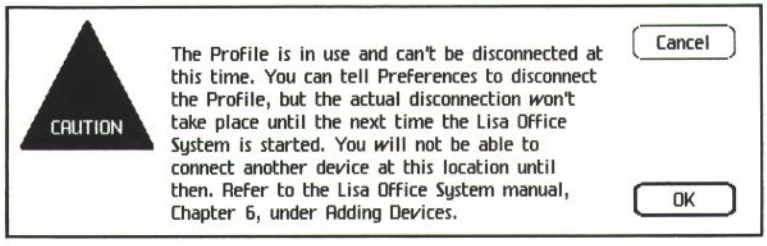
If you need further help connecting non-Apple devices to your system, consult your Apple dealer.

Disconnecting or Changing Device Software

If you wish to attach a different device to a connector, simply repeat the procedure described under Basic Steps for Connecting Any Device, and specify the name of the new device in Preferences. If you wish to disconnect a device now listed in Preferences, simply click Nothing in the list of devices.



Deferred Disconnection If you attempt to disconnect a disk storage device (such as a ProFile) or a peripheral device that is currently in operation (a printer in the midst of printing a document, for example), a message appears to inform you that the device is in use and cannot be disconnected at this time. However, you can tell Preferences to disconnect the device, and this change will go into effect the next time the Lisa Office System is started (this process is called *deferred disconnection).* Meanwhile, you cannot use the connector for anything else until you restart.


CAUTION
The Profile is in use and can't be disconnected at this time. You can tell Preferences to disconnect the Profile, but the actual disconnection won't take place until the next time the Lisa Office System is started. You will not be able to connect another device at this location until then. Refer to the Lisa Office System manual, Chapter 6, under Adding Devices.
Cancel
OK

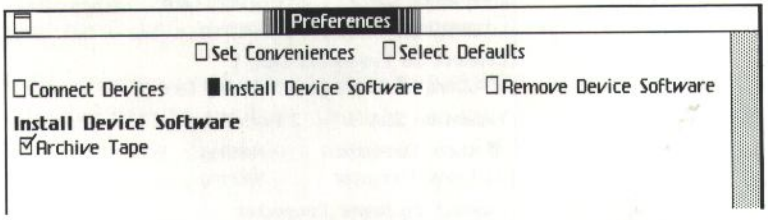
Installing Device Software

If the device you wish to use is not listed in the Connect Devices portion of Preferences, you must install the device software. Use the Install Device Software choice in Preferences and the micro diskette you received with the device. (Some device software can only be installed on your Lisa through use of the Lisa Workshop software. Check the documentation that comes with the device software.)

To Install Device Software:

1 ▶ Insert the micro diskette containing the device software in the micro disk drive.

2 ▶ Open Preferences and click Install Device Software. A list of the device software contained on the diskette appears on the screen.



3 ▶ Click the box beside the name(s) of the device(s) you want to install. The device software is copied from the micro diskette and installed on your Lisa.

Note: If you install device software from a micro diskette that is already on your Lisa (that is, a driver that already shows up under Connect Devices), the version on the micro diskette will replace the version that had been on the Lisa.

Removing Device Software

To erase a software device from your Lisa, open Preferences and click Remove Device Software. A list of all the device software currently installed on your Lisa appears. Click those you wish to remove.

Note: You cannot erase a driver for a device that is in use. You must stop using the device, and in some cases disconnect it, before you can erase its driver.

Selecting Defaults

In Preferences, you must indicate some basic information to be used each time you turn on the Lisa. You specify this information in Select Defaults:

- The hard disk to be used as the startup disk (the disk containing the Lisa Office System software and current Preference settings).
- The printer you will use most often.
- The type of memory test to be performed.

The choices you make in Select Defaults are known as *default* choices because the system automatically uses them unless it receives specific instructions to to the contrary.

Use This Printer As Default

The default printer you set in Preferences is the one the Lisa automatically uses whenever you print a document. If you wish to use some other printer for a particular document, you can override the default setting. Open the **File/Print** menu and choose **Format for Printer**; then click New Printer. You can also change the default printer setting in Preferences at any time.

Default Startup Disk

The default startup disk should be the hard disk that contains the Lisa Office System software. This disk holds the instructions the Lisa uses to start up each time you turn it on.

Note: If you have added a new hard disk and want to use it as the startup disk, you must install the Lisa Office System software and tools on the new disk. See Installing the Office System Software.

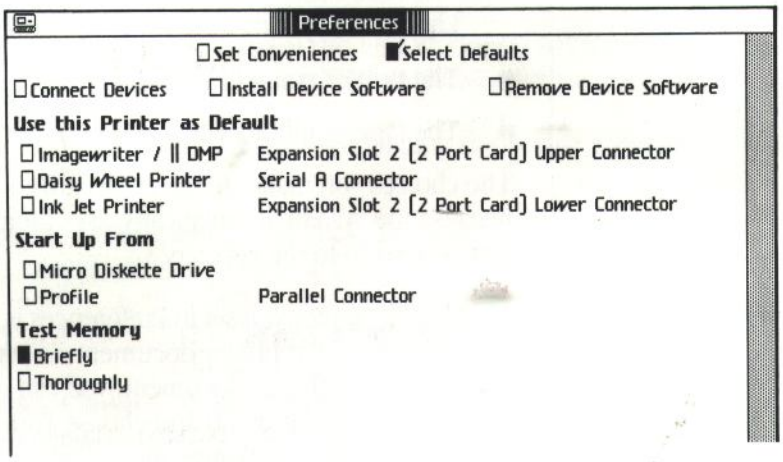
Default Memory Test

The memory test setting determines how thoroughly the Lisa's memory is tested during the automatic startup test. If you click Thoroughly, the test takes about 40 seconds. If you click Briefly, the test takes about 20 seconds.

To Select Your Default Disk and Printer:

1 ▶ Open the Preferences icon.

2 ▶ Click Select Defaults.



3 ▶ If you have used Connect Devices to connect one or more printers, the printer(s) you specified will be listed under Use This printer As Default.

Click the box next to name of the printer you plan to use most often.

4 ▶ Under Start Up From, click the disk you wish to use as a startup disk. The startup disk contains the Lisa Office System software and holds the instructions the Lisa uses to start up each time you turn it on.

5 ▶ Under Test Memory, click either Thoroughly or Briefly.

6 ▶ When you've finished changing settings in Preferences, open the **File/Print** menu and choose **Set Aside "Preferences"**.

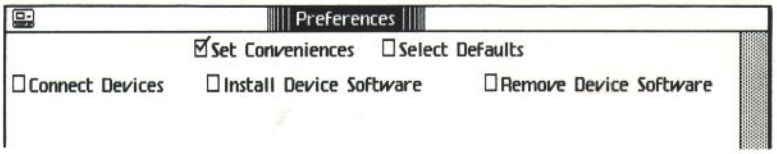
Setting Conveniences

When you first open the Set Conveniences portion of Preferences, you find that one option has already been specified for each convenience setting. These prechosen options are known as *default* settings. When you click Set All Convenience Settings to Lisa Defaults, these default settings are chosen.

To Change Any Convenience Setting:

1▶ Select the Preferences icon, open the **File/Print** menu, and choose **Open "Preferences"**.

2▶ Click Set Conveniences.



3▶ Click the box for each convenience setting you want.

4▶ When you've finished changing settings in Preferences, open the **File/Print** menu and choose **Set Aside "Preferences"**.

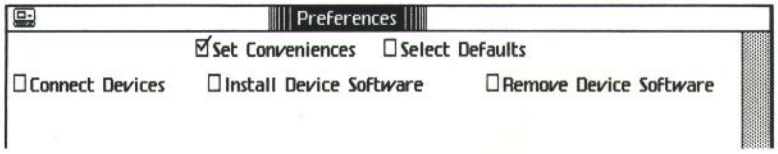
Screen Brightness and Contrast

The brightness is adjusted through the brightness control knob; contrast is set through Preferences. Always adjust the screen brightness before setting the contrast.

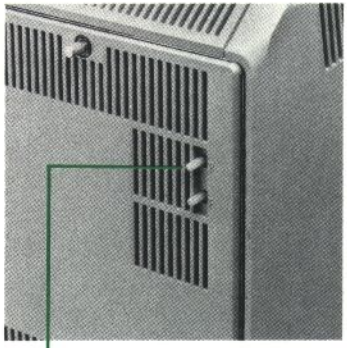
To Set the Screen Brightness and Contrast:

1▶ Select the Preferences icon, open the **File/Print** menu, and choose **Open "Preferences"**.

2▶ Click Set Conveniences.



3▶ Find the brightness control knob (the higher of the two white knobs extending from the back of the cabinet).



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4 ▶ Turn the brightness control down until your screen is entirely black.

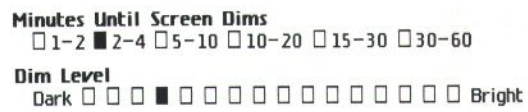
5 ▶ Turn the knob back up just until the black rectangle turns to gray.

6 ▶ Slowly turn the knob back down, just until the rectangle is distinctly black, with no video scan lines visible, and there is a clean line on all borders.

7 ▶ Set the contrast by clicking different boxes under Normal Level until the screen is at a comfortable contrast level for you.

Screen Dim

To protect the screen from prolonged high-intensity illumination, the screen dims when not in use. If a period of time passes without any mouse movement or any activity on the keyboard, the screen automatically dims to a lower level of illumination. As soon as you move the mouse or press a key, the screen returns to normal brightness. You can specify the length of time that passes before dimming by setting Minutes Until Screen Dims, and you can adjust the level of illumininination by setting Dim Level.



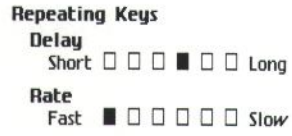
To dim the Lisa screen and keep it dim despite movements of the mouse, hold down the Option and Shift keys on the right side of the keyboard and type *0* on the numeric pad. To return the screen to normal brightness, press Option-Shift-0 again.

Speaker Volume

From time to time, the Lisa communicates by sounding various beeps and tones. An alert message usually accompanies the tone. The meanings of such signals are explained in Chapter 2, Troubleshooting, of the *Lisa 2 Owner's Guide.* The speaker volume setting controls the loudness of these beeps and tones.

Each time you click one of the boxes under Speaker Volume, the Lisa sounds two tones, at the low and high extremes of the level you have chosen. Experiment with different settings until you find the level of sound you like.

Repeating Keys



Most of the Lisa keys repeat automatically when held down. The line of stars (asterisks) that appear when you click one of the boxes under Delay demonstrates how long you must hold a key down before it starts repeating. When you click one of the boxes under Rate, the line of stars demonstrates how fast the characters will be repeated.

The correct setting for you depends on your typing speed and the way you use the Lisa. If you find that the Lisa often generates multiple letters when you intend to type only one, change the repeat delay to a setting nearer the long end of the scale. If you use the repeating keys often, you probably want to specify a short delay and a fast repeat speed.

Mouse Double-Click Delay

Some desktop operations are accomplished by double-clicking the mouse button (rapidly clicking the button twice). The mouse double-click delay setting determines the time lag between release of the first click and the start of the second click that the Lisa interprets as one double-click.

Like the keyboard repeat delays, this setting should reflect your habits and work style. If the Lisa often treats your double-clicks as two single clicks, try adjusting the delay to a longer setting. If the Lisa often interprets two single clicks as one double-click, try adjusting the delay to a shorter setting.

Chapter 7

Clock and Calculator

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Introduction

This chapter explains how to use the clock/calendar and the Calculator, two useful Lisa tools. Setting the clock/calendar is essential if you want the Lisa to record the date and time documents and disks are created and revised.

Clock/Calendar

A clock/calendar inside the Lisa keeps track of the date and time. Using information supplied by the clock/calendar, the Lisa tags each document with the date and time you created it and the date and time you last worked on it. You can see these dates and times by activating the disk window, opening the **Housekeeping** menu, and choosing **Alphabetical View** or **Chronological View**. You can also select the document icon or window, open the **File/Print** menu, and choose **Attributes of "Disk"**.

The clock/calendar is represented on your desktop as a clock icon. You can open the clock to set it or to see what time it is.

As long as the Lisa is plugged into a working power outlet, the clock continues to run. If the power fails or if the Lisa is unplugged, the Lisa will prompt you to reset the clock/calendar.

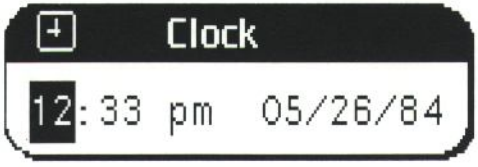
To Set the Clock/Calendar:

1 ▸ When you first turn on your Lisa, the clock should appear on the desktop, either as the Clock icon or as a window. If the Clock icon is not on the desktop, you'll find it in the Tools folder. Move the clock icon out of the folder onto the desktop.

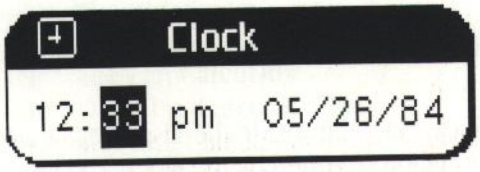
2 ▸ If the clock/calendar isn't already open, double-click on the Clock icon to open it. If you prefer, open the icon by selecting it, opening the **File/Print** menu, and choosing **Open "Clock"**.

The clock/calendar uses a 12-hour setting, with a.m. or p.m. specified. The Lisa will not accept settings outside the possible ranges for times and dates.

3 ▸ Click on the hour and then type the correct hour.



4 ▸ Press Tab and type the correct minutes.



5 ▸ Continue tabbing and typing until the time and date are correct.

6 ▸ Leave the Clock open on your desktop or, if you prefer, close the Clock icon by opening the **File/Print** menu and choosing **Set Aside "Clock"**. This leaves the Clock icon on the desktop for easy access.

If you want to return the Clock icon to the Tools folder, select the icon, open the **File/Print** menu, and choose **Save & Put Away**.

The Lisa Calculator

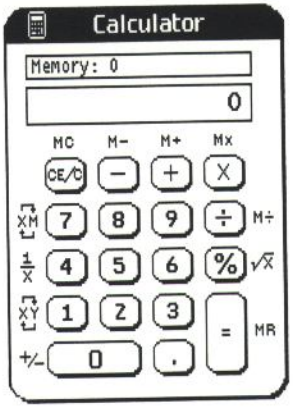
The Calculator can imitate three different types of calculators:

- A standard four function calculator.
- A reverse Polish calculator.
- A simple adding machine.

The Calculator appears on the screen as a pocket calculator icon.

Calculator

The Calculator, like other icons, opens into a window like the one shown here. To operate the Calculator, you click on the numeric and function keys. As an alternative to clicking keys, you can use the numeric key pad.



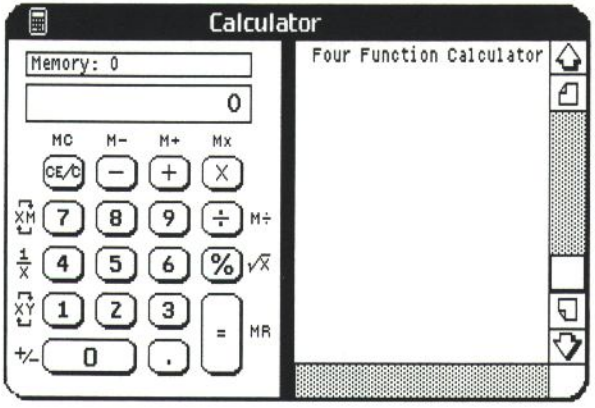
To Use the Calculator:

1 ▶ Open the Calculator by double-clicking on the Calculator icon. (If the Calculator icon is not on your desktop, look for it in the Tools folder.)

Calculator

2 ▶ Specify the kind of calculator you want to use: With the Calculator window active, open the **Customize** menu and choose **Four Function**, **Reverse Polish**, or **Adding Machine**. (Information for each type of calculator is given later in this chapter.)

3 ▶ If you want your calculations displayed on a tape, open the **Customize** menu and choose **Show Tape**. Your Calculator window will look something like the one shown here.



You can print the tape or paste it into another document. (See Using the Calculator Tape.)

4 ▶ If you want the Calculator registers to show, open the **Customize** menu and choose **Show Registers**. You can use **Copy** and **Paste** from the **Edit** menu to copy the results in the register to another document.

Each kind of calculator uses its own set of registers to hold the numbers you are manipulating. The registers are discussed in the descriptions of the calculators later in this chapter.

5 ▶ Specify how the results are to be displayed by opening the **Format** menu and choosing the format you want. (See Format Menu, under Calculator Menus, at the end of this chapter.)

▶▶▶

6► Enter your calculations by clicking on the keys, using a combination of typing figures and clicking on function keys, or by using the numeric keypad. (See Entering Calculations.)

7► When you've finished with the Calculator, open the **File/Print** menu and choose **Set Aside "Calculator"** or **Save & Put Away**. When you save and put away the Calculator, the tape and the display are cleared.

Using the Calculator Tape

Opening the **Customize** menu and choosing **Show Tape** displays the Calculator tape on the screen. The tape shows a record of your calculations. You can print the tape and also paste the tape into another document by following the appropriate procedure below.

To Print the Calculator Tape:

1► If the Calculator tape is not displayed, open the **Customize** menu and choose **Show Tape**.

2► Press and drag to select the portion of the tape you want to print.

3► Open the **File/Print** menu and choose **Format for Printer**. The Format for Printer dialog box appears.

4► Check the format selections you want and revise any if you need to revise.

5► Open the **File/Print** menu and choose **Print Current Tape Selection**.

To Paste the Calculator Tape into Other Documents:

1► If the Calculator tape is not displayed, open the **Customize** menu and choose **Show Tape**.

2► Select the portion of the tape you want to copy.

3► Open the **Edit** menu and choose **Copy**.

4► Open the document you want to paste the tape into.

5► Set an insertion point in the document where you want to copy the information.

6► Open the **Edit** menu and choose **Paste**.

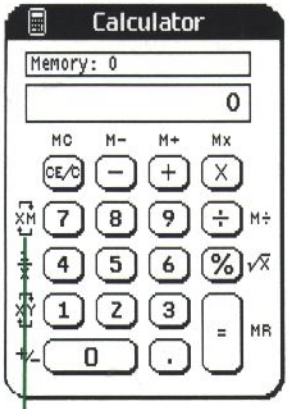
Entering Calculations

You use the Calculator by clicking on the keys and functions in the Calculator window, just as you would press keys on a traditional calculator. As an alternative, you can use the corresponding keys on the Lisa's numeric keypad. The last column of keys on the numeric keypad looks different from the corresponding column of keys in the Calculator window, but the two columns do the same thing. For example, the * key on the numeric keypad corresponds to the × key in the Calculator window.

You can use any combination of clicking Calculator keys and typing on the numeric keypad to enter your calculations.

You can also select the functions shown above and to the side of keys on the Calculator by holding down the Shift key while typing the number on the keyboard that is next to the function displayed on the Calculator.

For example, you can select the +/− function from the keyboard by holding down the Shift key and typing 0.



Press the Shift key and the 7 on the numeric keypad for this function

Locked Keyboard?

If one of your calculations results in an infinite value or register overflow, the Calculator displays an error message and locks the keyboard. Click the CE/C key to clear the error and unlock the keyboard.

Four Function Calculator

Before you proceed, please read The Lisa Calculator, at the beginning of this chapter, if you haven't already done so.

The four function calculator is the most common type of pocket calculator. For most simple calculations, you enter the numbers and symbols in the order in which you would write them.

For example, to divide 355 by 113:

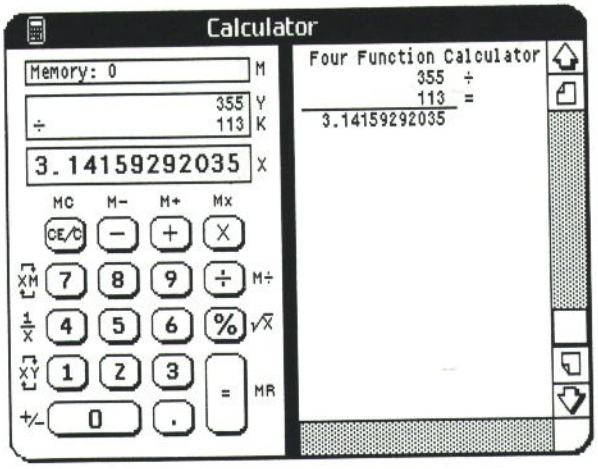
1 ▶ Type 355.

2 ▶ Click ÷.

3 ▶ Type 113.

4 ▶ Click =.

The result of this calculation is shown below (both **Show Tape** and **Show Registers** have been chosen from the **Customize** menu). Notice that the transaction tape contains a solid underscore (underline), which indicates the final total of a calculation. In the four function calculator, this is shown each time you click the = key.



Constants

A constant is a number that you use over and over again in operations of the same kind. Entering a number as a constant means you don't have to reenter the number for each new calculation. For example, if you wanted to do these calculations . . .

5 × 2 =

5 × 21 =

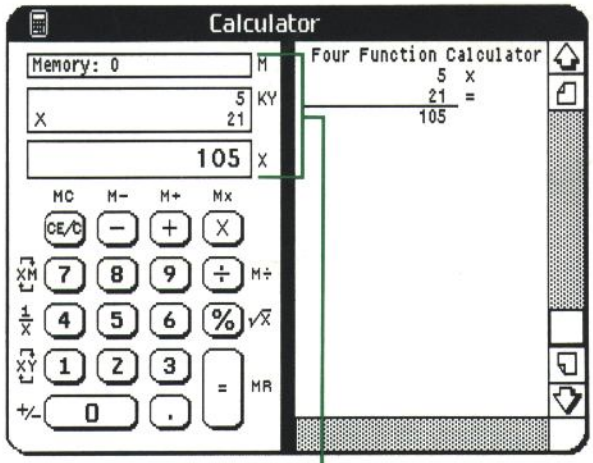
5 × 12 =

5 × 7 =

. . . you would start by entering 5, ×, 2, =. The remaining calculations can be entered as 21 =, 12 =, and 7 =. In this example, 5 is a constant.

The four function calculator automatically makes the number in a certain position in a calculation a constant and displays this number in the register.

When you choose **Show Registers** from the **Customize** menu, the Calculator displays the current contents of the registers, as shown below.



The K register always contains the current value of the constant. Each time you do a calculation, one of the numbers is stored in the K register as a constant. Table 1 shows which number is the constant when you enter two numbers; the constant number is underlined in the example column.

Table 1. Use of Constants

Function	Constant	Example
Addition	2nd number	50 + 25 = 75
Subtraction	2nd number	50 − 25 = 25
Multiplication	1st number	25 × 7 = 175
Division	2nd number	200 ÷ 25 = 8

The constant is replaced when a new function is entered. After a calculation, the Y register contains the other number that was used. The X register, which is always displayed, contains the result.

Percentage Calculations

The percentage key on the four function calculator performs the following four functions:

- Finds the specified percentage of a number.
- Finds the percentage of one number relative to another.
- Calculates percent markups.
- Calculates percent discounts.

The following examples illustrate these functions.

To find 25% of 1,200:

1 ▸ Type 1200.

2 ▸ Click ×.

3 ▸ Type 25.

4 ▸ Click %.

300 is displayed.

To find 108 as a percentage of 360:

1 ▸ Type 108.

2 ▸ Click ÷.

3 ▸ Type 360.

4 ▸ Click %.

30 is displayed.

To find the retail price of a $50 item to be marked up 60%:

1▸ Type 50.

2▸ Click +.

3▸ Type 60.

4▸ Click %.

80 is displayed.

To find the price of an $80 item that is discounted 30%:

1▸ Type 80.

2▸ Click −.

3▸ Type 30.

4▸ Click %.

56 is displayed.

Four Function Calculator Keys

The following brief descriptions explain the functions of the keys on the four function calculator.

Clears the number displayed when pushed once; clears the entire calculator when pushed twice.

Clears the memory.

MC

Totals the pending operation and causes the next number entered to be subtracted from the total.

Subtracts the number displayed from the number in memory.

M−

Totals the pending operation and causes the next number entered to be added to the total.

Adds the number displayed to the number in memory.	M+
Totals the pending operation and causes the next number entered to be multiplied by the total.	
Multiplies the number in memory by the number displayed.	Mx
Totals the pending operation and causes the next number entered to be divided into the total.	
Divides the number in memory by the number currently displayed.	M÷
Finds percentages and performs add-on discount calculations.	
Finds the square root of the number displayed.	√x
Totals the pending operation.	
Recalls the number in memory and displays it in the X register.	MR
Changes the sign of the number displayed.	+/−
Exchanges X, the number displayed, with Y, the last number entered.	
Finds the reciprocal of X, the number displayed.	
Exchanges X, the number displayed, with M, the number in memory.	

Reverse Polish Calculator

Before you proceed, please read The Lisa Calculator, at the beginning of this chapter, if you haven't already done so.

The reverse Polish calculator uses a four-register stack and a mathematical convention known as Reverse Polish Notation for entering equations. This calculator is often more convenient when you are working with long or complex equations.

With Reverse Polish Notation, you first enter the numbers you are working with and then press the function key. The calculator executes the operation immediately and stores the results automatically. These results are used in subsequent calculations, if appropriate. The results of any calculation are identified by a diamond on the tape.

You can work through an equation the same way you would by hand, without working out the order of calculations ahead of time. The example below illustrates how you enter equations.

To divide 355 by 113:

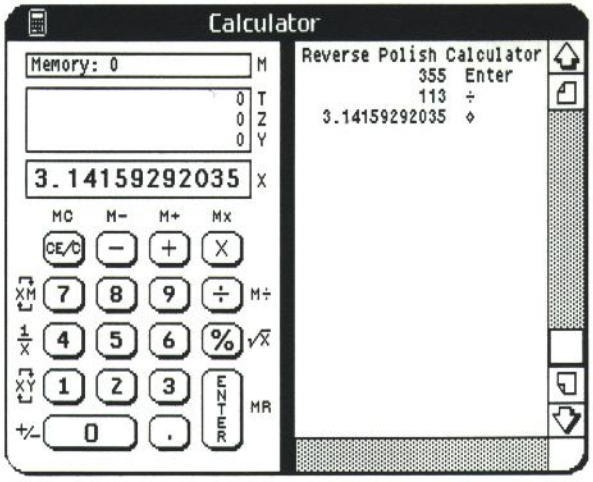
1 ▶ Type 355.

2 ▶ Click Enter.

3 ▶ Type 113.

4 ▶ Click ÷.

The result is shown below. Both **Show Tape** and **Show Registers** have been chosen from the **Customize** menu.



The stack consists of the X, Y, Z, and T (top of stack) registers. They function as if they were stacked one on top of the other, with the X register on the bottom. The X register is always displayed. It contains the result of the last operation or the last value you typed. Clicking Enter pushes everything one register up the stack. That is, the contents of the X, Y, and Z registers are copied to the Y, Z, and T registers, respectively; the contents of the T register are lost off the top of the stack. Clicking on any of the four basic functions (+, −, ×, ÷) drops everything one register down the stack. The result of the operation is stored in the X register and the contents of the Z and T registers are copied to the Y and Z registers, respectively. The T register is not changed.

The four basic functions always operate on the contents of the X and Y registers. Although the results are initially stored only in the X register, the results are pushed onto the stack if you enter a number immediately afterward. The reciprocal and square root functions operate on the contents of the X register only; the calculator will still push the results onto the stack if you enter a number immediately afterward.

Reverse Polish Examples

To solve $7+3/(17\times34)$:

1 ▸ Type 7.

7 is displayed.

2 ▸ Click Enter.

3 ▸ Type 3.

3 is displayed.

4 ▸ Click Enter.

5 ▸ Type 17.

17 is displayed.

6 ▸ Click Enter.

7 ▸ Type 34.

34 is displayed.

8 ▸ Click ×.

578 is displayed.

9 ▸ Click ÷.

.005190311419 is displayed.

10 ▸ Click +.

7.00519031142 is displayed.

To find 25% of 200:

1 ▸ Type 200.

2 ▸ Click Enter.

3 ▸ Type 25.

4 ▸ Click %.

50 is displayed.

To find the retail price of a $75 item to be marked up 30%:

1 ▸ Type 75.

2 ▸ Click Enter.

3 ▸ Type 30.

4 ▸ Click %.

22.5 is displayed.

5 ▸ Click +.

97.5 is displayed.

To find the price of a $90 item discounted by 35%:

1 ▸ Type 90.

2 ▸ Click Enter.

3 ▸ Type 35.

4 ▸ Click %.

31.5 is displayed.

5 ▸ Click −

58.5 is displayed.

Reverse Polish Calculator Key Functions

The following brief descriptions explain the functions of the keys on the reverse Polish calculator.

Clears the number displayed when pushed once; clears the entire calculator when pushed twice.

Clears the memory.

MC

Subtracts the number displayed from the number in the Y register.

Subtracts the number displayed from the number in memory.

M−

Adds the number displayed to the number in the Y register.

Adds the number displayed to the number in memory.

M+

Multiplies the number displayed by the number in the Y register.

Multiplies the number in memory by the number displayed.

Mx

Divides the number in the Y register by the number displayed.

Divides the number in memory by the number currently displayed.

M÷

Finds the percentage represented by the number displayed divided by the number in the Y register with add-on discount calculations.

Finds the square root of the number displayed.

$\sqrt{x}$

Enters or "pushes" the number displayed onto the four-level stack. All numbers in the stack are also pushed up one level, and the last number in the stack is lost.	
Recalls and displays the number in memory.	MR
Changes the sign of the number displayed.	+/−
Exchanges X, the number displayed, with Y, the last number entered.	
Finds the reciprocal of X, the number displayed.	$\frac{1}{X}$
Exchanges X, the number displayed, with M, the number in memory.	

Adding Machine

Before proceeding, please read The Lisa Calculator, at the beginning of this chapter, if you haven't already done so.

This calculator is like a financial adding machine. The adding machine adds and subtracts long strings of numbers, computes credit balances, and performs percent markup and discount calculations. The adding machine calculator has a subtotal key and a calculation register that contains the current value of chain operations. It can also print numbers, such as dates and codes, on the transaction tape without using them in the calculation.

Adding Machine Examples

To solve 11+22+44+55+66 with a subtotal taken after the second addition and the number 55 printed before it is entered into the calculation:

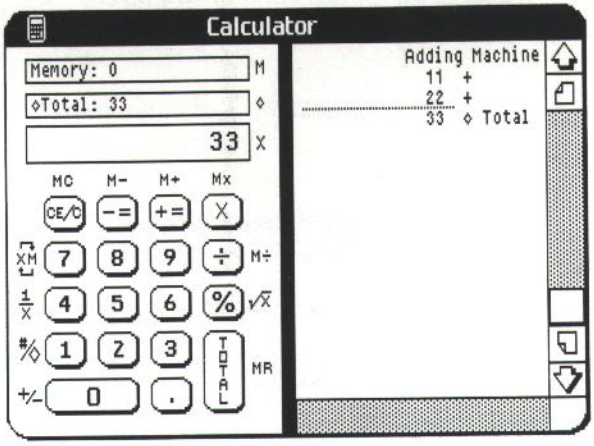
1▶ Type 11.

2▶ Click +=.

3▶ Type 22.

4▶ Click +=.

5▶ Click #/♦



The subtotal, 33, has been stored in the calculation register (labeled ♦), displayed in the X register, and shown on the transaction tape. The dotted underscore indicates that a subtotal was taken; the actual value of the subtotal is labeled ♦ Total.

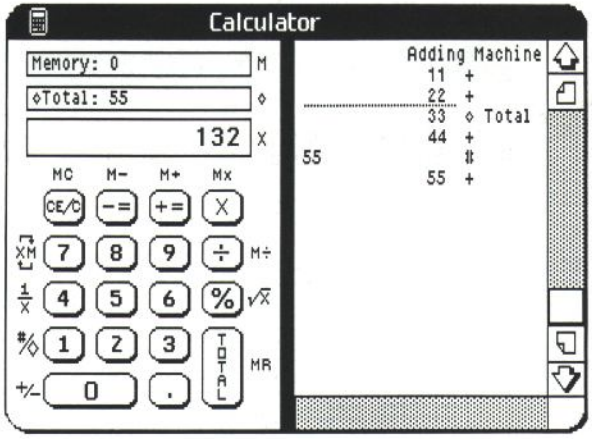
6 ▸ Type 44.

7 ▸ Click +=.

8 ▸ Type 55.

9 ▸ Click #/♦

10 ▸ Click +=.



The number 55 has been shown and then entered into the calculation. A number that is shown without being entered into a calculation is labeled #.

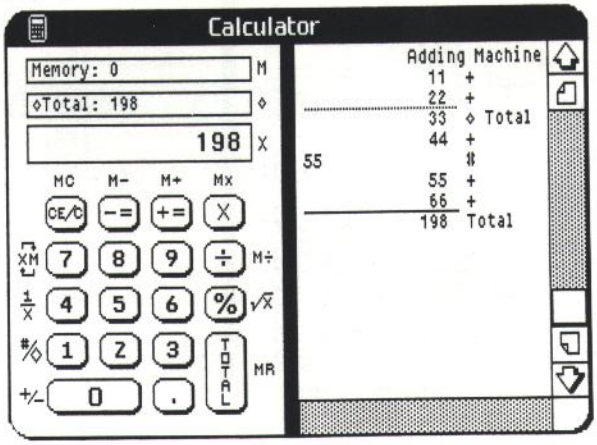
▶▶▶

11 ▸Type 66.

12 ▸Click +=.

13 ▸Click Total.

The final result is displayed in the X register and shown on the tape. The solid underscore indicates that a total was taken; the value is labeled Total. The calculation register is cleared and the calculator is ready to begin another problem.



Clicking Total affects only addition and subtraction. It will not give you the answers to multiplication or division problems; you must use += (or −=) for these.

To solve (10+2)×5:

1 ▸ Type 10.

2 ▸ Click +=.

3 ▸ Type 2.

4 ▸ Click +=.

5 ▸ Click ×.

6 ▸ Type 5.

7 ▸ Click +=.

60 is displayed.

To solve 5 × 2 + 12:

1▸ Type 5.

2▸ Click ×.

3▸ Type 2.

4▸ Click += to perform the multiplication.

5▸ Click +=.

6▸ Type 12.

7▸ Click +=.

22 is displayed.

8▸ Click Total to print 22 on the tape.

Percentage calculations on the adding machine are similar to those on the four function calculator. However, percent markup and discount calculations must be entered differently.

To find 25% of 175:

1▸ Type 175.

2▸ Click ×.

3▸ Type 25.

4▸ Click %.

43.75 is displayed.

To express 125 as a percentage of 500:

1▸ Type 125.

2▸ Click ÷.

3▸ Type 500.

4▸ Click %.

25% is displayed.

To find the total cost of a $69.95 item, given 6.5% sales tax:

1 ▸ Type 69.95.

2 ▸ Click ×.

3 ▸ Type 6.5.

4 ▸ Click %.

5 ▸ Click +=.

74.49675 is displayed.

To find the price of a $79.95 item that is discounted 30%:

1 ▸ Type 79.95.

2 ▸ Click ×.

3 ▸ Type 30.

4 ▸ Click %.

5 ▸ Click −=.

55.965 is displayed.

Adding Machine Key Functions

The following brief descriptions explain the functions of the keys on the adding machine.

Clears the number displayed when pushed once; clears the entire calculator when pushed twice.

Clears the memory.

MC

Subtracts the number displayed from the contents of the calculation register; obtains the result in negative multiplication and division.

Subtracts the number displayed from the number in memory.

M−

Adds the value displayed to the contents of the calculation register; obtains the results in multiplication and division.

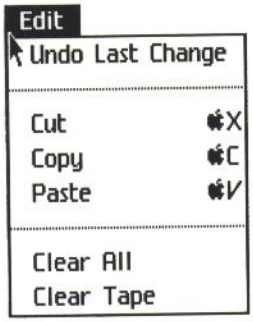
Adds the number displayed to the number in memory.	M+
Completes any pending multiplication or division and specifies that the next number entered is to be multiplied by the total.	
Multiplies the number in memory by the number displayed.	Mx
Completes any pending multiplication or division and causes the next number entered to be divided into the total.	
Divides the number in memory by the number displayed.	M÷
Finds percentages and performs add-on discount calculations.	
Finds the square root of the number displayed.	√x
Displays the total and clears the calculation register.	
Recalls and displays the number in memory.	MR
Changes the sign of the number displayed.	+/-
Immediately after an operation, displays the subtotal. Otherwise, displays on the left side of the tape any keys pressed since the last operation. Can be used to show dates or codes, which can then be cleared before calculations are continued.	

Finds the reciprocal of X, the number displayed.

Exchanges X, the number displayed, with M, the number in memory.

Calculator Menus

Edit Menu



Undo Last Change Restores the Calculator to its state before the last operation. If you undo a **Cut** or **Copy**, the previous contents of the Clipboard are restored; however, the value in the Calculator is lost.

Cut Copies the Calculator's display value onto the Clipboard and clears the Calculator's display.

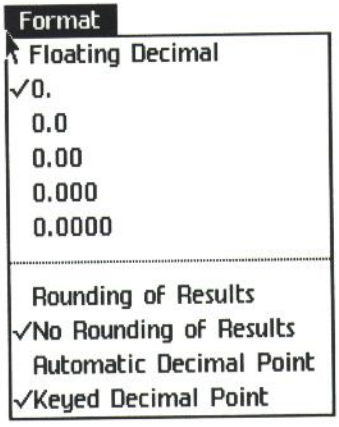
Copy Copies the Calculator's display value onto the Clipboard.

Paste Enters the number currently on the Clipboard into the Calculator's display.

Clear All Clears the Calculator's display and all of its registers. This is equivalent to clicking the CE/C key twice.

Clear Tape Erases the Calculator's transaction tape, if it is being displayed.

Format Menu



Floating Decimal Displays all digits to the left of the decimal point and as many digits to the right of it as there is room for.

0./0.0/0.00/0.000/0.0000 Displays zero, one, two, three, or four digits to the right of the decimal point, if there is room.

Rounding of Results/No Rounding of Results Turns on or off rounding the results to the number of digits specified in the display format.

Automatic Decimal Point/Keyed Decimal Point Automatically enters the decimal point in the location indicated by the display format, or allows you to enter the decimal point yourself.

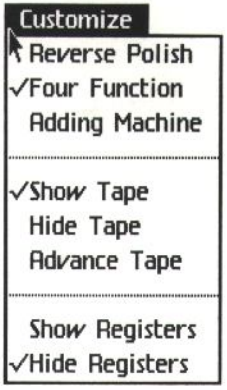
Customize Menu

Reverse Polish/Four Function/Adding Machine Selects type of calculator to be used.

Show Tape/Hide Tape Displays or hides the transaction tape.

Advance Tape Advances the transaction tape by one line.

Show Registers/Hide Registers Shows or hides registers.



Chapter 8

Troubleshooting

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243 Procedure G: Operating System Errors

What's in Troubleshooting?

This chapter contains suggested troubleshooting paths to help you identify the problem when your Lisa Office System software seems not to be working properly.

This troubleshooting guide can be used in two ways:

- If you need help identifying which part of the system is causing the problem, start by answering the first question on the next page. Each possible answer directs you either to another question or to a diagnostic procedure.
- If you think you already know which module is at fault, skip the troubleshooting guide and go to the diagnostic procedure for that module.

Every time you turn on the Lisa, it automatically tests enough of the system to verify that startup is possible. For a complete description of the startup tests, see Appendix B, Automatic Startup Tests, in the *Lisa 2 Owner's Guide*.

This troubleshooting guide covers only the most likely problems. If the procedures suggested here do not solve your problem, take the system to a qualified service representative for more thorough testing.

Start Here

When Did the Problem Arise?

While starting up the Lisa, before the Lisa Office System title banner was displayed.

Go to Chapter 2, Troubleshooting, in the Lisa 2 Owner's Guide.

While working with the Lisa Office System.

Go to Problems while Working, page 224.

While turning off the Lisa.

Go to Problems while Powering Off, page 225.

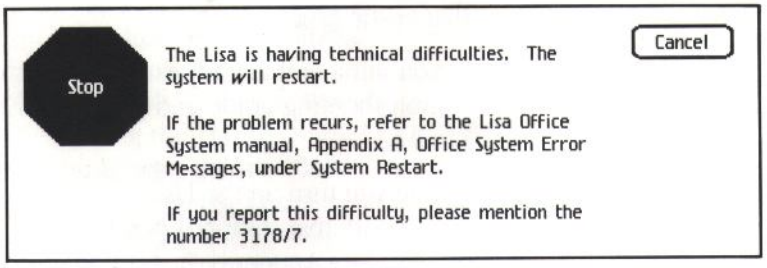
What Is on Your Screen?

Nothing.

Go to What Happened When You Pressed the On-Off Button?, page 225.

An error message, such as the one shown here.

Go to the Appendix, Office System Error Messages.


Stop
The Lisa is having technical difficulties. The system will restart.
If the problem recurs, refer to the Lisa Office System manual, Appendix A, Office System Error Messages, under System Restart.
If you report this difficulty, please mention the number 3178/7.
Cancel

Normal desktop display.

Go to How Does the System Respond to Input from You?, below.

How Does the System Respond to Input from You?

It responds slowly; everything works correctly, but response is slow and the disk light flashes a lot.

Work with one window open at a time to allow more room in memory. Save and put away one document before you open another.

If your system has only 512K of memory, response could be slow. A memory upgrade kit is available to increase memory and improve response.

It ignores everything: Keyboard, on-off button, menu item, and mouse button (though moving the mouse may still move the arrow on the screen).

Go to Procedure B, System Hangs, page 226.

Responds correctly to everything except mouse.

Go to Mouse Problems, in Chapter 2 of the Lisa 2 Owner's Guide.

Procedure A: Dark Screen

If your screen goes blank while you're working, your video system may have failed. Before you conclude that there is a hardware problem, however, you should check for other causes.

1 ▶ Try moving the mouse or pressing the Shift key. The Lisa screen automatically dims if no activity has taken place for several minutes. If this automatic dimming is the cause of your dark screen, moving the mouse or pressing any key should return the screen to its normal contrast level.

2 ▶ Try adjusting the screen brightness, using the higher of the two white knobs extending from the back of the Lisa. Follow the procedures given in Screen Brightness, under Setting Conveniences, in Chapter 6.

3 ▶ Try pressing the right-hand Option, Shift, and *0* key at the same time. Use the *0* on the numeric key pad, not the *0* on the main keyboard. This combination of keys dims and rebrightens the screen.

4 ▶ Try turning off the system to let it cool. If the system gets overheated, the screen darkens. If the problem recurs, move the system to a spot where it will get proper ventilation.

If none of these procedures solves the problem, have the Lisa serviced by a qualified service center.

Warning Working on the video system can be dangerous, even when the Lisa is turned off and unplugged. The video system should only be serviced at a qualified service center.

Procedure B: System Hangs

Sometimes, usually because of software failures, a computer "hangs" — that is, it ignores all input. The usual solution is to turn off the system and start over. Because the Lisa on-off button is channeled through the computer, however, turning the system off is not always possible.

Pushing the reset button on the back of the Lisa is one way to restart the system when the software hangs. *Don't try this until you've read the warning below.*

Warning Pushing the reset button clears the computer's memory and reinitiates the system startup procedures. This means that anything on the desktop that has not been saved on a disk is lost during a reset.

Before you push the reset button, make sure you have made every effort to save any work that was on the desktop by using the following procedures.

1 ▸ If documents from a micro diskette are on the desktop, Try choosing **Eject Micro Diskette** from the **Housekeeping** menu. That should cause the Lisa to save the documents stored on this disk.

2 ▸ If documents from the hard disk are on the desktop, try selecting the documents and choosing **Save & Put Away** from the **File/Print** menu.

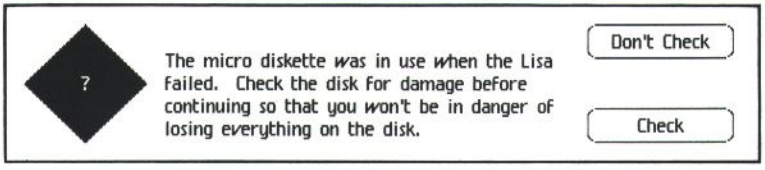
3 ▸ Try again to turn off the system by pressing the on-off button.

If the system does not respond to any of these steps, you will not be able to recover whatever you were working on when the system failed. However, the disk should still contain the most recently saved version of each document.

To Reset the System:

1 ▸ Press the reset button once.

If you see a message something like the one shown here, you probably do not have a hardware problem.


?
The micro diskette was in use when the Lisa failed. Check the disk for damage before continuing so that you won't be in danger of losing everything on the disk.
Don't Check
Check

▸▸▸

Because you pressed the reset button, your disks may have been left in a state the Lisa cannot use. For the procedures for repairing your disks — that is, returning the disks to a state the system can use — see Repairing a Disk Damaged while Working, under Procedure C, Disk Repair.

2▸ If the Lisa displays any other error message or emits error beeps or tones, you may have a hardware problem. Refer to the Appendix, Office System Error Messages.

3▸ If the Lisa doesn't respond even to the reset button, unplug the system from the wall outlet. Plug it back in, turn it on, and listen carefully for error tones. If the system starts, see items 1 and 2 in this list.

Procedure C: Disk Repair

Sometimes, during a power interruption, for example, the information on a disk gets out of order. When this happens, the Lisa cannot find the information it needs to redisplay the desktop or documents.

Repairing the disk is a way of checking for errors and reorganizing the disk into a state the Lisa can use. When you repair a disk, some information may be altered or removed, but this is preferable to not being able to use the disk at all.

This section gives the procedures for

- Repairing a startup disk.
- Reinstalling the Lisa Office System.
- Restoring a startup disk.
- Repairing a disk damaged while working.
- Repairing a disk after a power failure.

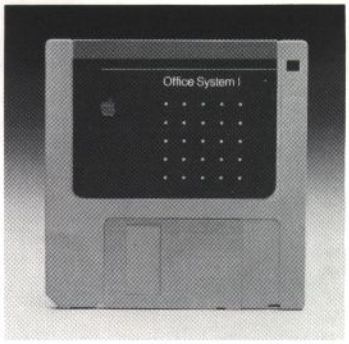
Starting the Lisa from the Office System 1 Diskette

Repairs of the startup disk and installation of the Lisa Office System software can only be done when the Lisa is running from the Office System 1 diskette or a copy of it.

1▸ If the Lisa is on, turn it off.

▸▸▸

2 ▶ Insert the micro diskette labeled *Office System 1* into the micro disk drive.



3 ▶ Turn the Lisa on.

4 ▶ When you hear one click from the Lisa cabinet, hold down the Apple key and press the *2* on the main keyboard, not the *2* on the numeric keypad.

Repairing a Startup Disk

If the startup disk is damaged — that is, your system is unable to start up from it — you'll need to repair the disk *and* reinstall the Lisa Office System software.

1 ▶ Start the Lisa from the Office System 1 diskette.

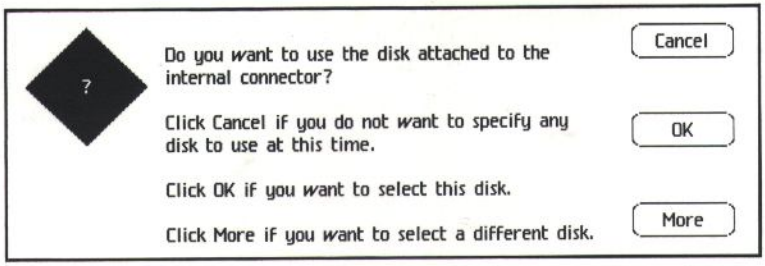
2 ▶ When this main menu appears, click Repair.

?
Lisa 7/7
Office System 3.0
©1983, 1984 apple computer, inc.
This micro diskette is used to repair the Lisa Office System startup disk and to install the startup software. The startup disk is attached to the internal connector.
Click Finished if you are finished.
Click Repair to fix a damaged disk.
Click Install to put new startup software on the disk.
Click Restore to restore the disk from backup diskettes or archive tapes.
Finished
Repair
Install
Restore

The Lisa will locate all the available hard disks.

▶▶▶

3▸ When the message shown here appears, check to see if the disk mentioned in the first paragraph is the disk you want to repair.


?
Do you want to use the disk attached to the internal connector?
Click Cancel if you do not want to specify any disk to use at this time.
Click OK if you want to select this disk.
Click More if you want to select a different disk.
Cancel
OK
More

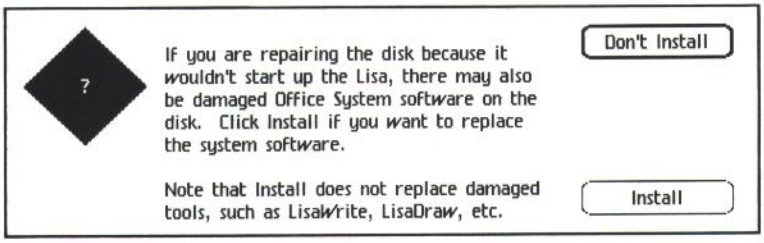
If the disk mentioned in the first paragraph is the disk you want to repair, click OK.

If it is not, click More. The Lisa then displays the same message with the location of another disk. Continue to click More until you reach the disk you want; then click OK.

If you run out of disks before having specified one to be the startup disk, you will be given the choice to try again or return to the main menu.

After the disk is repaired, click OK.

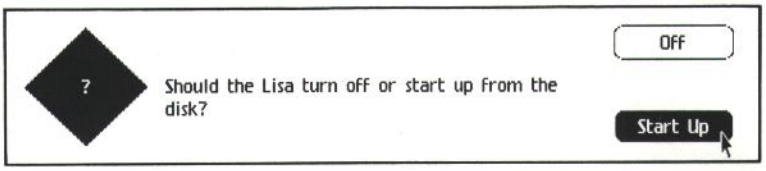
4▸ Generally, it is not necessary to replace the Office System software after a repair. Click Don't Install.


?
If you are repairing the disk because it wouldn't start up the Lisa, there may also be damaged Office System software on the disk. Click Install if you want to replace the system software.
Note that Install does not replace damaged tools, such as LisaWrite, LisaDraw, etc.
Don't Install
Install

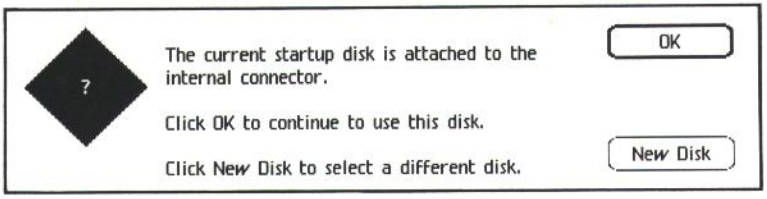
If you want to install the Office System software, click Install and go to step 7.

5▸ When the main menu reappears, click Finished.

6 ▸ When this message appears, click Start Up.



7 ▸ If you want the software installed on the disk that was just repaired, click OK; otherwise, click New Disk.


OK
The current startup disk is attached to the internal connector.
Click OK to continue to use this disk.
Click New Disk to select a different disk.
New Disk

Depending on the choice you made, continue to follow the installation procedure at either step 3 or step 4 of the instructions given in Reinstalling the Office System.

Reinstalling the Office System

Sometimes the Lisa Office System software can be damaged so badly that you'll need to replace it.

1 ▸ Start the Lisa from the Office System 1 diskette.

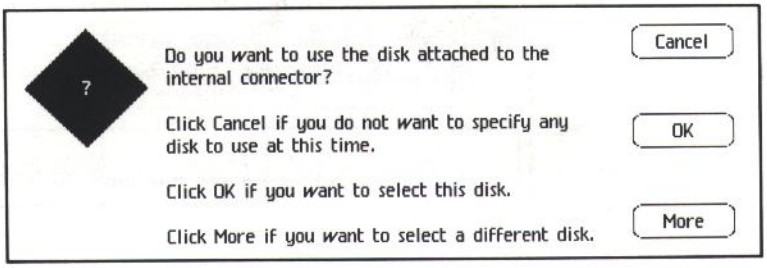
2 ▸ When this main menu appears, click Install.

Finished
Lisa 7/7
Office System 3.0
©1983, 1984 apple computer, inc.
This micro diskette is used to repair the Lisa Office System startup disk and to install the startup software. The startup disk is attached to the internal connector.
Repair
Click Finished if you are finished.
Click Repair to fix a damaged disk.
Install
Click Install to put new startup software on the disk.
Click Restore to restore the disk from backup diskettes or archive tapes.
Restore

▸▸▸

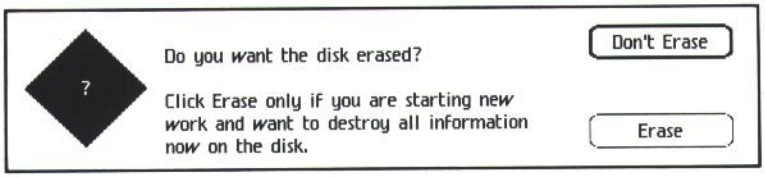
The Lisa will locate all the available hard disks.

3 ▶ If you want to reinstall the Lisa Office System software on the disk named in the message (typically, the internal hard disk or the external disk connected to the parallel connector), click OK and go to step 4. If you want to install the Office System on a different disk, click More.

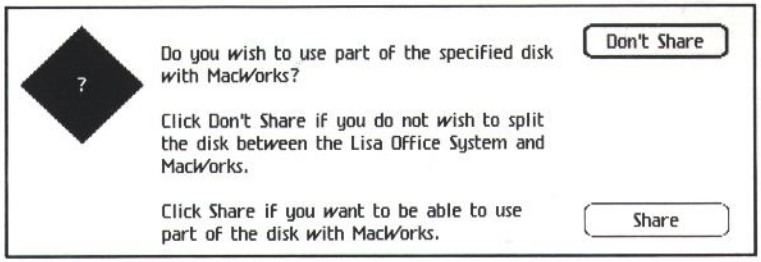

?
Do you want to use the disk attached to the internal connector?
Click Cancel if you do not want to specify any disk to use at this time.
Click OK if you want to select this disk.
Click More if you want to select a different disk.
Cancel
OK
More

The Lisa then displays the same message with the location of another disk. Continue to click More until you reach the disk you want; then click OK.

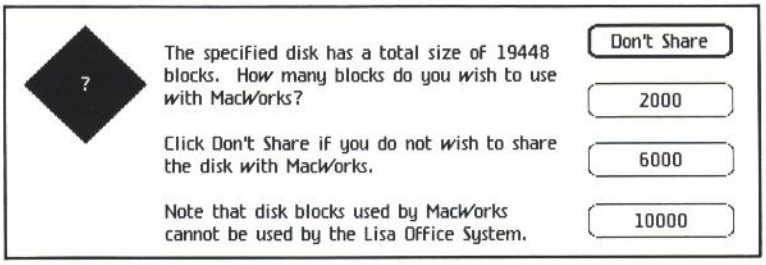
4 ▶ If you have documents on the disk you want to save, click Don't Erase and go to step 7; otherwise, click Erase to remove everything from the disk.


?
Do you want the disk erased?
Click Erase only if you are starting new work and want to destroy all information now on the disk.
Don't Erase
Erase

5 ▸ If you chose to erase the disk, decide whether to share the disk between the Lisa Office System and MacWorks. Remember that only the startup disk can share space with MacWorks, and can do so only if the startup disk is a ProFile attached to the built-in parallel connector on the Lisa 2/5 or the internal hard disk on the Lisa 2/10.


?
Do you wish to use part of the specified disk with MacWorks?
Click Don't Share if you do not wish to split the disk between the Lisa Office System and MacWorks.
Click Share if you want to be able to use part of the disk with MacWorks.
Don't Share
Share

6 ▸ If you are installing the Lisa Office System on the internal hard disk of a Lisa 2/10, you have a choice of how much space to allocate for MacWorks.

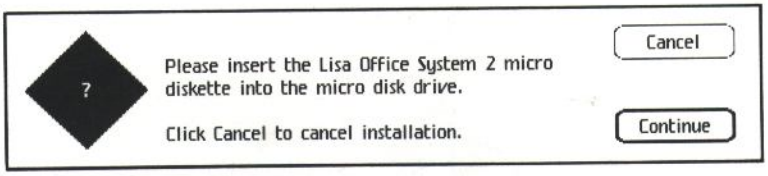

?
The specified disk has a total size of 19448 blocks. How many blocks do you wish to use with MacWorks?
Click Don't Share if you do not wish to share the disk with MacWorks.
Note that disk blocks used by MacWorks cannot be used by the Lisa Office System.
Don't Share
2000
6000
10000

If you also have the Workshop installed on the disk, do not allocate more than 6000 blocks. Refer to Chapter 6 for more information on allocating space for MacWorks.

Note: If the disk is sharing space between the Lisa Office System and MacWorks, be sure to specify exactly the same number of blocks you previously allocated; otherwise, you may also erase documents that are on the MacWorks portion of the disk.

▸▸▸

7 ▸ When this message appears, take out the Office System 1 diskette that has been ejected from the drive and insert the Office System 2 diskette.

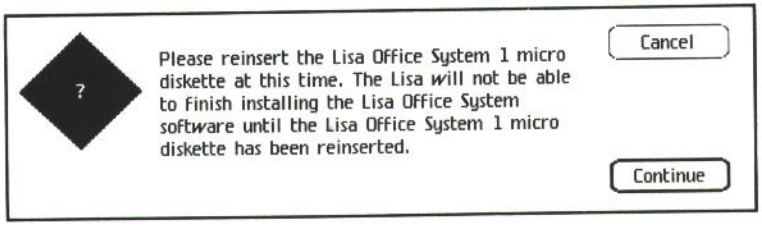

?
Please insert the Lisa Office System 2 micro diskette into the micro disk drive.
Click Cancel to cancel installation.
Cancel
Continue

Insert the remaining Office System diskettes as you are prompted. Don't worry if you insert an Office System diskette out of sequence. If you do, a message will appear on the screen and prompt you for the correct diskette.

Simply put in the disk as requested in the message. Click Continue and the install procedure continues.

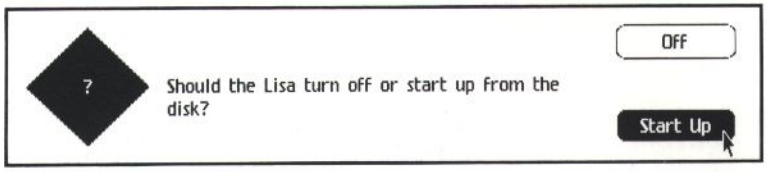
Note: If you cancel the Office System installation procedure before transferring software from all five micro diskettes, your Lisa will not have all the information it needs to work. If for some reason you have to interrupt installation and then restart it, you won't need to repair the disk, but you will have to start with the Office System 1 micro diskette.

8 ▸ After the software from the last Office System diskette is transferred, this message tells you to reinsert the Office System 1 diskette.


?
Please reinsert the Lisa Office System 1 micro diskette at this time. The Lisa will not be able to finish installing the Lisa Office System software until the Lisa Office System 1 micro diskette has been reinserted.
Cancel
Continue

9 ▸ When the main menu reappears, click Finished.

10 ▸When this message appears, click Start Up.



If your startup disk is still damaged, even after you've tried repairing and reinstalling the Office System, an error message appears on the screen. If this happens, see Restoring a Startup Disk. If you suspect a hardware problem, call a qualified service representative.

Restoring a Startup Disk

You can try restoring a startup disk, but only if

- You have a full backup copy of your disk (see Backing Up a Hard Disk to Diskettes, under Backing Up Documents, Diskettes, and Disks, in Chapter 4).
- Documents from the latest incremental backup are current enough for your needs.

A repaired startup disk is still damaged if it won't start up the Lisa — that is, if the Lisa desktop won't come up on the screen — or if some of the documents on the disk are missing.

If only a few documents are missing, simply find the copies of the missing documents on the backup micro diskettes and duplicate them onto your disk.

If, even after a repair, the Lisa desktop won't come up on the screen, follow the restore procedure given here. In this procedure, the entire startup disk is erased and replaced by a copy of the contents of the backup diskettes. The full and incremental backup diskettes include the Lisa Office System software, Lisa tools, and documents that were on the startup disk when it was last backed up.

To Restore a Startup Disk:

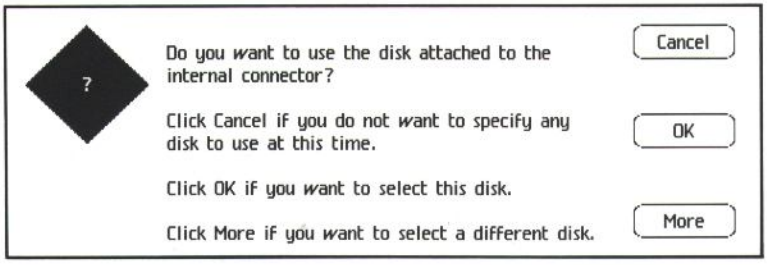
1 ▶ Start the Lisa from the Office System 1 diskette.

2 ▶ When this main menu appears, click Restore.

Lisa 7/7
Office System 3.0
©1983, 1984 apple computer, inc.
This micro diskette is used to repair the Lisa Office System startup disk and to install the startup software. The startup disk is attached to the internal connector.
Click Finished if you are finished.
Click Repair to fix a damaged disk.
Click Install to put new startup software on the disk.
Click Restore to restore the disk from backup diskettes or archive tapes.
Finished
Repair
Install
Restore

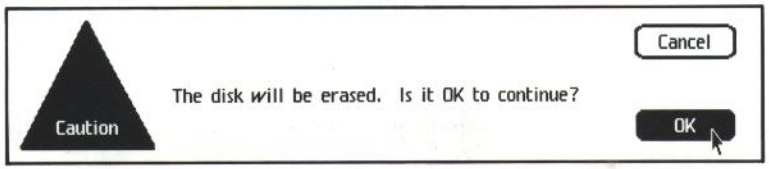
The Lisa will locate all the available hard disks.

3 ▶ If you want to restore the Lisa Office System software to the disk named in the message, click OK and go to step 4. If you want to restore it to a different disk, click More.


Do you want to use the disk attached to the internal connector?
Click Cancel if you do not want to specify any disk to use at this time.
Click OK if you want to select this disk.
Click More if you want to select a different disk.
Cancel
OK
More

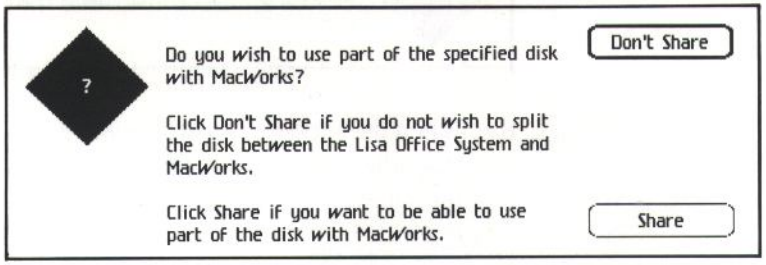
The Lisa then displays the same message with the location of another disk. Continue to click More until you reach the disk you want; then click OK.

4 ▸ When this message appears, click OK.

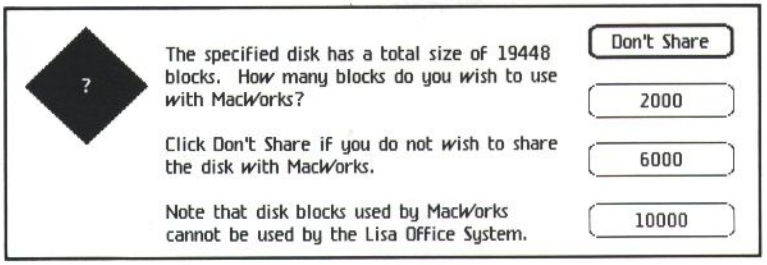


Wait a few moments while the Lisa erases and initializes the disk.

5 ▸ Decide whether to share the disk between the Lisa Office System and MacWorks. Only the startup disk can share space with MacWorks (see Chapter 6).


?
Do you wish to use part of the specified disk with MacWorks?
Click Don't Share if you do not wish to split the disk between the Lisa Office System and MacWorks.
Click Share if you want to be able to use part of the disk with MacWorks.
Don't Share
Share

6 ▸ If you are restoring the Lisa Office System on the internal hard disk of a Lisa 2/10, you have a choice of how much space to allocate for MacWorks.

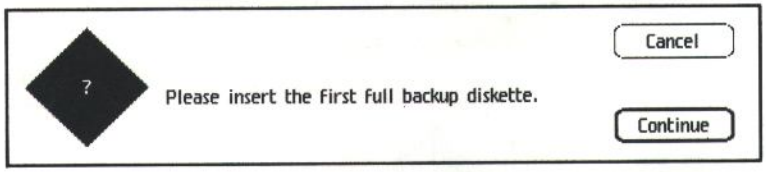

?
The specified disk has a total size of 19448 blocks. How many blocks do you wish to use with MacWorks?
Click Don't Share if you do not wish to share the disk with MacWorks.
Note that disk blocks used by MacWorks cannot be used by the Lisa Office System.
Don't Share
2000
6000
10000

▸▸▸

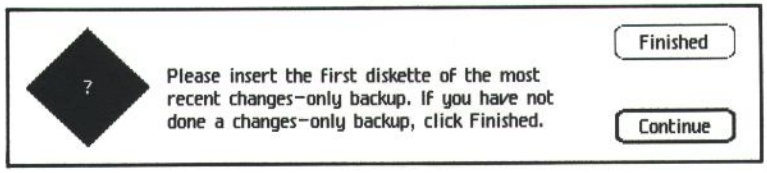
If you also have the Workshop installed on the disk, do not allocate more than 6000 blocks.

Note: If the disk is sharing space between the Lisa Office System and MacWorks, be sure to specify exactly the same number of blocks you previously allocated; otherwise, you may also erase documents that are on the MacWorks portion of the disk.

7▶ When the message shown here appears, insert the first full backup diskette. When prompted, insert the rest of the full backup diskettes in their proper sequence.

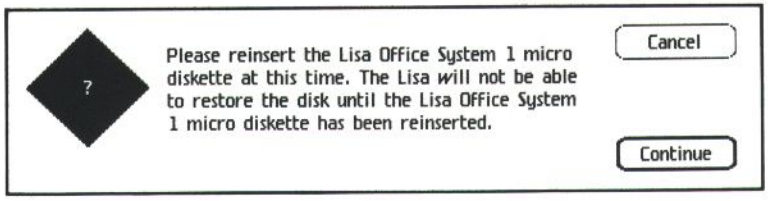


8▶ When the message shown here appears, insert the first micro diskette from the most recent incremental backup. You must use the incremental diskettes in the same sequence in which they were made.


?
Please insert the first diskette of the most recent changes-only backup. If you have not done a changes-only backup, click Finished.
Finished
Continue

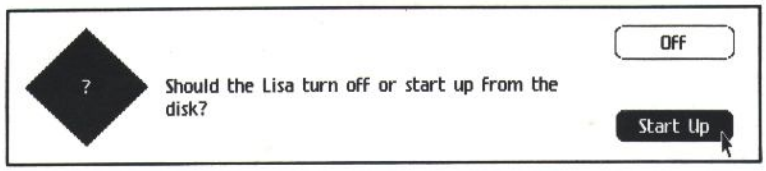
After the last diskette is copied onto the startup disk, click Cancel.

9▶ When this message appears, insert the Office System 1 diskette.


?
Please reinsert the Lisa Office System 1 micro diskette at this time. The Lisa will not be able to restore the disk until the Lisa Office System 1 micro diskette has been reinserted.
Cancel
Continue

10 ▸ When the main menu reappears, click Finished.

11 ▸ When this message appears, click Start Up.



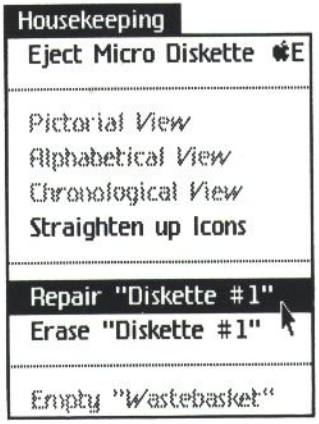
Repairing a Disk Damaged while Working

The Lisa may tell you that one of your hard disks or micro diskettes is damaged. This could mean either that some of the information stored on the disk has been altered or that the disk itself is physically damaged. First assume that the information on the disk is out of order and try repairing the disk, following the procedure given here.

To Repair a Disk:

1 ▸ Select the disk icon.

2 ▸ Choose **Repair "Name of Disk"** from the **Housekeeping** menu.



During a repair, the Lisa compares the actual contents of a disk with the record of where things are stored on the disk surface. The Lisa also checks to see that all information on the disk is readable. Unreadable information may be altered or removed; the names of some documents may change to previous names or to numbers indicating when the documents and folders were created.

You should try repairing a disk any time it is not working as you expect it to. If, for example, the Lisa cannot find a document that you know is on the disk, repairing the disk may solve the problem.

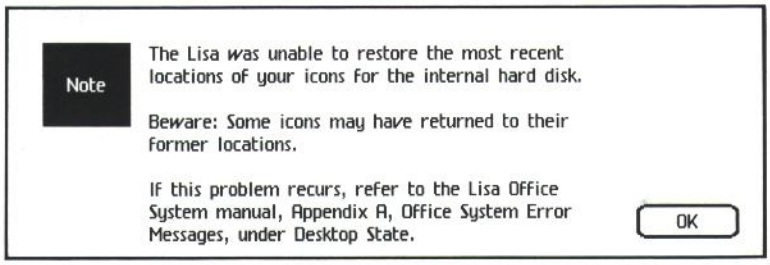
If you have already repaired a disk once and it still doesn't work properly, you may have a physical problem with the disk itself. In this case, use the backup copy instead of the original. If you have no backup copy, try making up a copy of the damaged disk, and use the copy instead of the original.

Repairing a Disk after a Power Failure, System Hang, or "Crash"

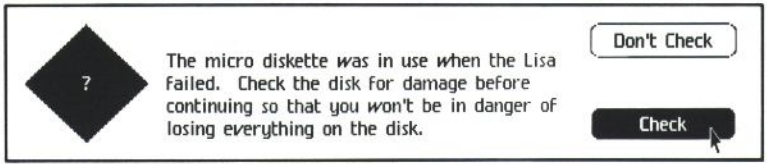
To Repair a Disk after a Failure:

1 ▶ Turn the Lisa back on.

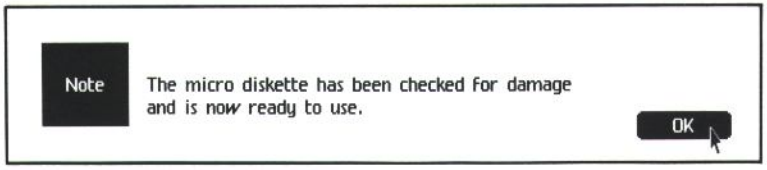
2 ▶ If the Lisa displays this message, click OK.


Note
The Lisa was unable to restore the most recent locations of your icons for the internal hard disk.
Beware: Some icons may have returned to their former locations.
If this problem recurs, refer to the Lisa Office System manual, Appendix A, Office System Error Messages, under Desktop State.
OK

3 ▶ When the Lisa suggests you check the disk or diskette, click Check.


?
The micro diskette was in use when the Lisa failed. Check the disk for damage before continuing so that you won't be in danger of losing everything on the disk.
Don't Check
Check

4 ▶ When the Lisa shows the results of the check, click OK.



5 ▸ Allow the Lisa to check all disks and diskettes that were in use when the failure occurred.

In the course of checking for damage, the Lisa may alter the organization of the disk. Documents may be removed from folders, for example, or the names of some documents or stationery pads may change. After the Lisa has checked your disks, open them and refile any documents that have been removed from their folders.

If any of the repair messages appear at any time other than after a power failure, see Appendix A, Office System Error Messages.

Procedure D: Daisy Wheel Printer Problems

1 ▸ Check the power to the printer and be sure the printer is turned on. Sometimes turning the printer off and then on again will solve the problem.

2 ▸ Check the cables connecting the Lisa to the printer. Also be sure the modem eliminator and printer cables are connected securely.

3 ▸ Check the Device Connections portion of the Preferences window to verify that the Lisa knows where your printer is attached. (See Connecting Printers, in Chapter 6, Setting Up Your System.) A daisy wheel printer must be attached to a serial connector.

4 ▸ Make sure the front panel is securely in place on the printer. The printer will not run if the front panel is askew.

5 ▸ If the Attend light is on, check the ribbon and paper. The daisy wheel printer will not print if the ribbon or paper has run out.

6 ▸ Check to see if the ready light on the printer is steady. If it isn't, press the button next to it.

For more detail see the *Lisa 2 Owner's Guide.*

Procedure E: Imagewriter Printer Problems

1 ▸ Make sure the printer is plugged in and turned on and that the green select light is on. If the select light is not lit, press the select button. If the select light doesn't stay on, make sure the printer cover is on securely. Sometimes turning the printer off and then on again will solve the problem.

2 ▸ Check the cable connecting the Lisa to the printer. Also make sure the modem eliminator and printer cables are connected securely.

3 ▸ Check the Device Connections portion of the Preferences window to verify that the Lisa knows where your printer is attached. (See Connecting Printers, in Chapter 6, Setting Up Your System.)

An Imagewriter printer must be connected to a serial port. The Apple Dot Matrix printer must be attached to a parallel connector. Check the manual that came with your printer.

4 ▸ Make sure the top front panel is securely in place on the printer. The printer will not run if the panel is askew.

5 ▸ If the Paper Error light is on, check the paper supply. The printer will not print if the paper has run out.

Procedure F: Ejecting Micro Diskettes

The Lisa should automatically release the micro diskette before powering off. If something goes wrong and your diskette is trapped in the drive, follow this procedure:

1 ▸ Turn the Lisa on.

2 ▸ Select the micro diskette icon.

3 ▸ Open the **Housekeeping** menu and choose **Eject Micro Diskette**. The Lisa should eject the diskette.

If this doesn't work, turn off the Lisa and unplug it from the wall socket. Next, remove the front panel and push the manual disk-eject button.

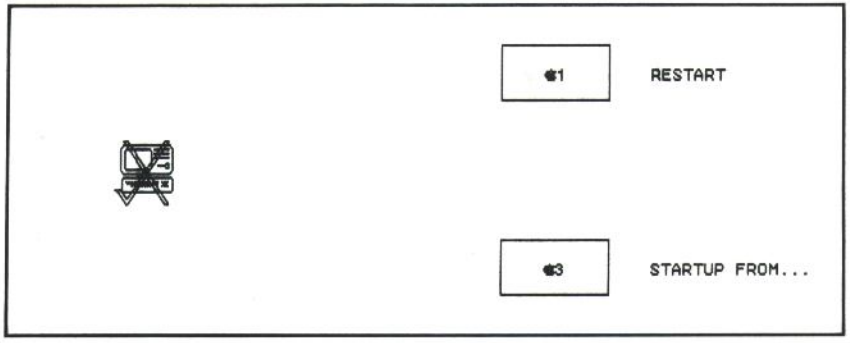
To take off the front panel, refer to Installing the Glare Filter, in Appendix A, Setup Procedures, in the *Lisa 2 Owner's Guide.*

If neither of these procedures works, the disk drive probably has a mechanical problem. Do not try to pry the diskette out of the drive. Because the diskette is clamped in place, forcing it out of the drive will probably damage the disk drive and destroy the diskette. Call a qualified service specialist.

Procedure G: Operating System Errors

The presence of this icon on your screen means that the Lisa Office System has failed. There is probably nothing wrong with your hardware; you have encountered a problem with the software.

When the Operating System failure icon appears, as shown here, your only option is to restart the system using another startup device.



Try restarting the system using the Office System 1 micro diskette that comes with your system. To do this, insert the Office System 1 micro diskette in the micro disk drive. Click Startup From. When the **Startup From** menu appears, click Micro Disk Drive.

If the same icon appears after this restart attempt, you may have a hardware problem. Call a qualified service representative.

If the system starts from the Office System 1 micro diskette, this may indicate that your original disk needs repair. Follow Procedure C to repair your startup disk. If after the repair procedure you still get the Operating System error icon, then your disk is probably permanently damaged.

If you have a support agreement for your Lisa system, call Apple and report the failure. Write down the number under the icon before you restart the system, and report that number to your service representative.

Appendix

Office System Error Messages

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Introduction

This Appendix contains a series of discussions covering the error messages generated by the Lisa Office System. The discussions are grouped into four general categories, with specific entries under each major heading. If you have encountered an error message, go to the specific entry mentioned in that message. If you think you may have a physical problem with your system, refer to Chapter 8, Troubleshooting.

Disk Problems

Insufficient Room on Disk

Many common desktop operations — opening or saving documents, for example — require a certain amount of free disk space. When your disks get too full, you can make more room in several ways.

Discarding Obsolete Documents

You can discard obsolete documents by moving their icons to the Wastebasket. As a safety feature, the last thing you discard from a disk stays in the Wastebasket, and on the storage disk, until you discard something else from the same disk or until you choose **Empty "Wastebasket"** from the **Housekeeping** menu.

To free up disk space to carry out an operation, the Lisa may empty the Wastebasket automatically, but usually you'll need to empty the Wastebasket yourself to reclaim the disk space.

Turning Off the System

Sometimes turning off the system and then turning it back on will reclaim disk space.

Moving Objects

You can move some objects to a different storage disk. Do not duplicate the objects; duplication does not remove the copy from the original disk.

Repairing the Disk

You can repair the disk by choosing **Repair "Disk"** from the **Housekeeping** menu (see Chapter 4 for complete information). During the repair process, the Lisa reclaims any disk space that may have been lost during previous software failures or power losses.

Special Case

If you are using LisaList, choose **Show Entire List** from the **List** menu.

If, after you have made more space on a storage disk that holds the document, the Lisa still indicates that there is not enough room on the disk, check the attributes of the startup disk to make sure there is also space available on the startup disk. To check attributes, select the disk icon or window, open the **File/Print** menu and choose **Attributes of "Startup Disk"**.

Damaged Disk

There are several possible causes for a *damaged-disk* message:

New Disk A new disk must be initialized before it can be used. Click Initialize.

Software Problem The Lisa Office System information on the disk is missing, damaged, or outdated. First click Repair or Update. If this does not work, try repairing in another Lisa if one is available.

As a last resort, initialize the disk.

Warning Initialize will erase everything on the disk. If initializing does not make the disk usable, the disk itself has probably been physically damaged and can no longer be used. If this is the case, click Cancel.

Non-Lisa Format A micro diskette may have been formatted by a Macintosh or by software other than the Lisa Office System. These diskettes may need to be reinitialized before they can be used by your Lisa (see Non-Lisa Office System, below).

If the only software you have is the Lisa Office System, click Initialize. *Remember that initializing erases everything on the disk.*

Non-Lisa Office System A micro diskette may be created on a Macintosh computer or on a Lisa with software other then the Lisa Office System. If you have special software appropriate for using the disk, click Continue.

If you do not have the software needed to use the diskette, you can reinitialize it by clicking Initialize. Remember that initializing erases everything on the disk. You can eject the disk by choosing Cancel.

Disk Drive Malfunction In most cases, a damaged-disk error message indicates a problem with the software on the disk. However, a malfunctioning disk drive may also cause the same message to appear.

To test a micro disk drive, try using it with one or more diskettes you know are not damaged, or try the suspect diskette in another Lisa. If the micro disk drive appears to be at fault, consult with a qualified service representative.

If you suspect that a hard disk drive may be malfunctioning, you can try connecting it to another Lisa to see if it works. If the disk drive still fails to work properly, or you have no other Lisa, consult with a qualified service representative.

Damaged-disk messages are usually accompanied by a screen offering four options:

Repair (or Update) This option appears when the Lisa Office System information on the diskette is either missing or not in a usable form. Repair (or update) verifies that the information on the disk is usable and that the location of documents and icons is accurate. Unreadable information may be altered or removed; the names of some documents may change. Appropriate Office System software is placed on the disk.

If repairing the disk fails to fix it, the problem may be that the disk was created with software other than the Lisa Office System (on a Macintosh, for example, or with some other software on a Lisa). If you have appropriate software, you may wish to click Continue, as explained below.

If Repair fails, and Continue is not applicable, you can either eject the diskette with Cancel, or try to erase and recycle it with Initialize, as explained below.

Initialize *Note that initializing a disk erases everything that is currently on the disk* and formats it for use with the Lisa. You initialize a disk if it has never been used before, if the software or information on the disk has been so badly damaged that it is unrepairable, or if the disk has been formatted for some other type of computer. Clicking Initialize on this menu will format the diskette for use with the Lisa Office System.

In cases where the disk contains valuable work, you may wish to first try repairing the disk; repairing the disk does not erase the disk's contents.

Continue Some diskettes can be used by the Lisa, but not by the Lisa Office System software (for example, a diskette created on a Macintosh, or a diskette created with other Lisa software such as the Lisa Workshop). In this case, clicking Continue places an icon of the diskette on your desktop. The icon will show a question mark to indicate that you cannot use the diskette with standard Lisa Office System software. However, if you have special software that allows you to use such diskettes, you can open the diskette icon and proceed as directed by the screen messages.

Cancel If you click Cancel, you do not affect or erase the information on the disk. The cancel option simply allows you to go back to where you were before the damaged-disk message appeared. In the case of a diskette, clicking Cancel ejects the diskette from the micro disk drive.

Disk Backup Problems

Disk backup refers to the process of placing duplicates of your disks, folders, and documents onto disks. This might involve copying one or more documents or folders from a hard disk to another hard disk or a diskette, copying the contents of an entire hard disk to a another hard disk or to a series of diskettes, or copying a micro diskette to another diskette. Should a problem arise with the original disk or document, the contents can be restored from the backup disk.

It is a good idea to make diskette backups of your work regularly, in case a power failure or other problem causes a malfunction of your hard disk.

Cannot Read from Original Disk

There are several possible causes for your Lisa's having difficulty reading documents from the original disk:

Damaged Disk or Damaged Drive Your disk may be damaged (see Damaged Disk).

Damaged Data When copying a document that is open or set aside, you might have a problem with damaged data. First try to repair the disk, as described in Damaged Disk. If that does not clear up the problem, turn off your Lisa and turn it back on again, and then try again to repair the disk. If the document still cannot be copied, try reverting to the previous version.

Cannot Write to Destination Disk

There are several possible causes of your Lisa's having difficulty copying documents to the destination disk.

Insufficient Space There may not be enough room left or there may be too many documents on the destination disk. See Insufficient Room on Disk.

Document or Disk Too Large A document or disk may be too large to back up onto a single micro diskette. In this case, you will be prompted when to eject the full diskette and replace it with a blank one. Only a portion of the document or disk is stored on each diskette. If you experience problems regarding partial documents, see Partial Documents.

Problem Restoring Data from a Backup Disk

The most common problem encountered when restoring a document or disk from a backup diskette is either inserting the wrong diskette or inserting the diskettes out of order. It is also possible that the backup diskette or the destination disk is damaged. See Damaged Disk.

Cannot Back Up to Startup Disk

You cannot back up a micro diskette or a second hard disk to the startup hard disk because that procedure erases all the Lisa Office System software.

Partial Documents

Partial documents are created when you back up a document or disk that is too large to fit on a single micro diskette. When you back up a large document, a portion of the data is copied onto the first diskette, and the remaining portions are copied onto subsequent diskettes. Partial documents cannot be opened, duplicated, moved, revised, or made into stationery pads until they have been reconstructed on a disk large enough to hold the entire restructured document. Therefore, if you want to work with a partial document, you must first rebuild it. See To Reconstruct a Large Document, in Chapter 4.

Difficulty Accessing Disk

First, try restarting the system: Put away all open documents, and then turn the Lisa off and back on again. When the desktop returns, try again to open the disk.

If this procedure works, your system was probably in a temporary error condition caused by the interaction of different tools and documents.

If restarting the system doesn't solve the problem, the most likely cause is a damaged document, disk, or tool. If you are trying to open a document, see Damaged Documents. If that discussion does not help you solve the problem, see Damaged Disk, and then, as a last resort, see Tool Failure and Disk Drive Problems.

Disk Drive Problems

Sometimes a mechanical failure in a micro disk drive causes errors that appear to come from your documents or disks. You can verify that the drive in question is working properly by trying the disk in another Lisa.

If you find that the micro disk drive and not the micro diskette is at fault, have the disk drive repaired or replaced by a qualified service specialist. After the disk drive is repaired, repair any disks that were used in the damaged drive. A faulty disk drive can permanently damage information on a disk. If this is the case, you'll need to use the backup copy of the disk.

Document Problems

Damaged Documents

A document can be damaged in a number of ways. The disk on which the document is stored could be wearing out, for example, or the document may have been damaged during a power failure. Sometimes a software failure leaves a document unreadable.

First, try to restart the system: Put away all documents, and then turn the Lisa off and on again. Try again to open the document.

If the document still won't open or if you can't turn off the system, try to duplicate the document and put the duplicate on a different disk. If this works, the original disk is probably not damaged. Try to open the copy. If the Lisa reports that the copy is also damaged, the document itself probably contains some inconsistent or unreadable information. If you are using LisaList, repair the document with the LisaList repair feature.

If you cannot make a duplicate of the document, try to make a copy of the entire disk. Whether or not the copy procedure works, repair the original disk, as described in Damaged Disk. If you are using LisaList, you will probably have to repeat the LisaList repair procedure. Be sure to make a new backup of the list first.

If the document is still damaged after the disk is repaired, discard the document and choose **Revert to Previous Version** or replace the document with a backup copy.

Difficulty Opening Document

Check the attributes of the document's storage disk to see how much free space is left on the disk. (To check attributes, select the disk icon, open the **File/Print** menu, and choose **Attributes of "Disk"**.) If the number of free blocks is less than the size of the document or approaching 200 or fewer, see Insufficient Room on Disk.

If the disk contains adequate free space, your document or the tool used to create it could be damaged. See Damaged Document; see also Tool Failure.

Difficulty Saving Document

Check the attributes of the document's storage disk to see how much free space is left on the disk. (To check attributes, open the **File/Print** menu and choose **Attributes of "Disk"**.) If you have saved an earlier version of the document, change the disk view to alphabetical, and see how many blocks the document required in its earlier version. Estimate how much space the document now needs, on the basis of whether you have added or removed information. If there is inadequate space available, see Insufficient Room on Disk.

If disk space is not the problem, or if you do not want to remove anything to make room on the storage disk, you may be able to save the document by setting it aside and then moving it to another disk. Because some tools will not let you move a document that has not been saved, you may not be able to use this technique.

Difficulty saving a document could also indicate a damaged document. See Damaged Document.

Tool Problems

Tool Failure

Before you conclude that the tool itself is damaged, restart the system and try to repeat the failure. To restart the system, put away all documents and then turn the Lisa off and on again. If the procedure works after a restart, the Lisa was probably in a temporary error condition caused by the interaction of various tools and documents.

If the tool still fails, discard the working copy from your startup disk and replace it with a duplicate from the master tool diskette. If your dealer set up your startup disk, the working copies of all tools are stored in the folder labeled *Tools* in your startup disk window. A micro diskette containing the master tool diskette is stored in the manual that comes with each tool. See Installing and Duplicating tools in Chapter 6, Setting Up Your System.

The Calculator, the Clock, Preferences, and some of the printing routines are all part of the system software. If replacing the tool doesn't work, reinstall the Lisa Office System software on your startup disk. Instructions for reinstalling Office System software appear in Repairing a Startup Disk and Reinstalling the Office System, in Chapter 8, Troubleshooting. Be careful not to erase the startup disk.

Difficulty Starting Tool

Check the attributes of the disk that holds the tool and, if the disk is not the startup disk, the attributes of your startup disk. (To check attributes, select the disk icon, open the **File/Print** menu and choose **Attributes of "Disk"**.) If the number of free blocks is approaching 200 or fewer, see Insufficient Room on Disk.

If disk space is not the problem, see Tool Failure.

Incompatible Version

New and Old Versions From time to time, Apple releases updated versions of the Lisa software. If you buy an additional Lisa system, it may come with a different version of the software. (If you have a support agreement, you will always have the most recent updates of all software.)

Old documents are usually compatible with new revisions of the tools. New documents, however, may not be compatible with old versions of the tools; once you have worked on an old document with a more recent version of the tool, you may no longer be able to work on that document with the old tool. If the Lisa cannot work on a document because the tool and the document are incompatible, take the document to a Lisa that has a more recent revision of the tool. To determine the release date of a tool, choose an alphabetical or chronological view of the folder in which the tool is stored and note the date the tool was created.

Unlicensed Tool Copies of Lisa tools can only be used on the particular Lisa used to make the first copy. The master diskette of a Lisa tool can be used on any Lisa, but copies (including duplicates moved to the Lisa's hard disk) can only be used on the original Lisa. If the copy of a Lisa tool on your hard disk becomes unusable, replace it with a copy from the master tool diskette.

System Problems

System Restart

Sometimes the Lisa Office System encounters an error condition it cannot handle. In this case, the Lisa shuts down the desktop and starts over. If possible, any open documents are suspended in their current states so you can continue where you left off after the system starts again.

If the problem recurs, either your software or your hardware may be damaged.

Try reinstalling your system software and replacing the working copies of the tools you were using when the Lisa shut down the desktop. Instructions for reinstalling system software appear in Procedure C, Disk Repair, in Chapter 8, Troubleshooting. If your dealer transferred the software to your startup disk, the working copies of all tools are stored in the Tools folder. A micro diskette containing the master tool diskette is stored in the manual that comes with each tool.

If the problem recurs after reinstalling your software, your hardware may need repair. Call a qualified service representative.

Insufficient Memory

Insufficient room in memory usually means that the document you are working on has become too large.

First, put away all documents with which you are not currently working, especially if the documents were created with a tool different from the one you are using.

If the Lisa still cannot perform the task, restart the system. Put away all documents, and turn the Lisa off and on again. Then open only the document you want to work on, and try the operation again.

If you are using LisaList, try changing to a larger type size or shrinking the document window.

If none of these techniques works, your document is probably too big. Split it into two smaller documents if possible.

Desktop State

When you are using the Lisa Office System, pressing the on-off button triggers a series of storage procedures for all the disks on the desktop. If there is a micro diskette in the drive, the computer records the "desktop state" of the micro diskette before ejecting it. The desktop state includes a list of all documents from each disk that are currently on the desktop, the size and location of any open windows, all changes made to the documents since they were last saved, and the current selection or insertion point in each open document.

If the Lisa is unable to save the desktop state for a disk, check the Status panel (at the top of the disk window) to see how much space is available. If you have several open documents and not much disk space left, see Insufficient Room on Disk for suggestions on how to make more room on the disk. Alternatively, you can put away some of the documents by choosing **Save & Put Away** from the **File/Print** menu or by clicking twice on the document's title bar icon. This way the Lisa has less information to record on the state of the desktop.

If disk space is not the problem, you may have a faulty disk drive. See Disk Drive Problems.

During a sudden power loss or an unexpected software failure, the normal power-down and disk-release procedures do not occur. The disks are left in an in-between state, which may require repair. See Procedure C, Disk Repair, in Chapter 8, Troubleshooting, and Damaged Disk, in this chapter.

Usually, losing the desktop state is not a problem. Simply open the disks yourself, and then open any documents you want to work on. Remember, however, that you may have lost any work you have done since last saving your documents.

Difficulty Printing

The Lisa can have difficulty printing a document for a number of reasons, from simple mechanical problems to software failures.

First, make sure the printer is turned on and that all cable connections are secure. See Chapter 8, Troubleshooting, for a checklist of possible mechanical problems.

If your system setup checks out, the Lisa may have insufficient room in memory or insufficient free space on the startup disk. See Insufficient Memory and Insufficient Room on Disk.

If none of these strategies solves the problem, either the tool you were using or your system software may have failed. See Tool Failure.

Difficulty Assigning, Changing, or Clearing a Password Passwords can only be assigned to tools, documents, and folders. Difficulty assigning a password usually indicates a software problem on the disk. Try repairing the disk; see Procedure C, Disk Repair, in Chapter 8, Troubleshooting, or Damaged Disk, in this chapter. The most common problem in changing or clearing a password is entering the wrong password to open the document. If you use the correct password and still have trouble, try repairing the disk.

Forgotten Passwords. There is no way to open, duplicate, move, or erase a protected document without entering the correct password. If you forget a password, the document is unrecoverable. You can eliminate a password-protected document from a disk by first moving all other tools, folders, and documents to another disk and then erasing the disk using **Erase** from the **Housekeeping** menu. You can then restore the moved documents to the erased disk.

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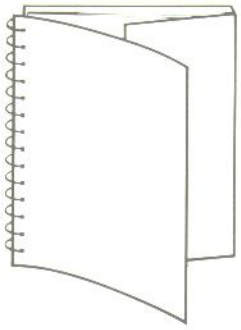

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